

Job Application Form
- Your information is secure and confidential

If you are unsuccessful in this instance for a position, do you authorise Nikau to keep your information on secure file for a period of 1 month for future similar positions?

Yes No

Sign: _____ Date: _____

Position applying for:

Date of Application:

Your Details

Name:

Address:

Suburb:

Home Phone No.:

Mobile Phone No.

Email:

IRD Number:

Tax Code:

Date of Birth:

Driver's License No.:

Full / Restricted / Learners

Classes:

Original Required

I am a NZ Citizen: Yes No

If No, what is your immigration status:

Permit No.:

Expiry:

Own Vehicle: Yes No

Bank details

Account Holder:

Account No.:

Nikau makes all wage payments by Direct Credit ONLY every Wednesday

AVAILABILITY ✓ TIMES

MON		TUES		WED		THURS		FRI		SAT		SUN	
D	N	D	N	D	N	D	N	D	N	D	N	D	N

Full	Part	Seasonal
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PERSONAL

Do you have any family, religious or sporting commitments that would make you unable to work during certain times?

Yes No

If yes, please give details

Do you have any hobbies or interests?

Any dietary restrictions? _____

I am a (please circle): smoker / non-smoker.

I (please circle): do / do not drink alcohol.

Please provide 2 Emergency Contact Details:

Emergency Contact 1 Name: _____
 Phone: _____
 Relationship: _____

Emergency Contact 2 Name: _____
 Phone: _____
 Relationship: _____

Dependent Children: No: _____ Age(s): _____

Boot Size: _____

Shirt Size: _____

Overall Size: _____

Do you have your own:

- Safety Boots Hard Hat Hi Viz Vest (with stripes)

YOUR MEDICAL INFORMATION

Have you ever or do you currently suffered from any of the following?

- | | |
|--|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hearing loss* |
| <input type="checkbox"/> Back injury, pain, strain | <input type="checkbox"/> ADHD |
| <input type="checkbox"/> Fear of Heights | <input type="checkbox"/> Concussion |
| <input type="checkbox"/> Eye or Vision problems** | <input type="checkbox"/> Joint / Muscle Pain |
| <input type="checkbox"/> Heart Problems | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Stress | <input type="checkbox"/> Anxiety |
| <input type="checkbox"/> Depression (MDD) | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Emphysema | <input type="checkbox"/> Traumatic Brain Injury |
| <input type="checkbox"/> Respiratory diseases | <input type="checkbox"/> Epilepsy |

Prescription Medication you are currently taking (including for the above):

* Hearing loss includes vertigo and ringing in the ear (tinnitus) from trauma or illness

** Do you require prescription glasses / lenses / contacts for:

- Driving / operating equipment
 General everyday activities
 Long sighted
 Short sighted

Do you have any medical conditions attached to your driver's license?

- Yes No

If yes, please give details:

Have you filed a **significant workplace injury*** claim with ACC within the last 5 years?

* significant workplace injury includes: muscular sprains / strains, back injuries, OOS, infections, NODS, ODS, injuries causing you to be off work for greater than 3 days, prolonged hospital stay (greater than 2 days), stress, fatigue

Yes No

If yes, please give details of your most recent claim:

Date of Injury:

Injury:

Name of Employer Involved:

Total time off work:

Details surrounding cause of Injury:

Please note that all shortlisted applicants will be required to undertake a pre-employment medical examination prior to a job offer. All medical examinations will be conducted by a registered medical professional.

Nikau will cover the costs of the Medical Test.

Yes, I agree that should I be shortlisted for a job position I will undertake a pre-employment medical examination to assess my suitability to do the tasks and duties required of me safely. All medical information received will be private and confidential and will be returned to me (the applicant) should I be unsuccessful in my application.

Sign: _____ Date: _____

DRUG & ALCOHOL POLICY

Nikau Contractors Ltd has a comprehensive drug and alcohol policy to ensure that all its workplaces are kept free of illegal substances that can cause hazards and harm to our workers.

Please note that all shortlisted job applicants are required to undertake a pre-employment drug and alcohol screening examination prior to a job offer, which will be conducted by a registered medical professional or certified tester. *NOTE: This examination is not intended to discriminate against those who have to take prescription medication. Please remember to fill in the medication question above.*

Nikau will cover the costs of the D&A testing.

Yes, I agree that should I be shortlisted for the position I am applying for, I will undertake a pre-employment drug and alcohol examination to assess my suitability to do the tasks and duties required of me safely. All medical information received will be private and confidential and will be returned to me (the applicant) should I be unsuccessful in my application.

Sign: _____ Date: _____

LEGAL

Please disclose if you have any convictions unless covered by the Clean Slate Act 2004 – refer to Ministry of Justice at www.justice.govt.nz

Failure to honestly and fully disclose convictions will result in your application being cancelled

Please note that all shortlisted job applicants are required to authorise a Ministry of Justice **Third Party Request for Criminal Conviction History (TPCCC)** a prior to a job offer or as a condition of any job offer

Yes, I agree that should I be shortlisted for the position I am applying for, I will authorise for Nikau Contractors to obtain a Ministry of Justice Third Party Request for Criminal Conviction History (TPCCC). All information received will be private and confidential and will be returned to me (the applicant) should I be unsuccessful in my application.

Sign: _____ Date: _____

EDUCATION / EMPLOYMENT INFORMATION

Current qualifications / trade certs

Qualification title	Institution/training provider	Year completed

Provide copies of all certificates / qualifications with your application

Are you currently undertaking any study or training?

Yes No

Details: _____

Do you have a current Site Safe passport? Yes No

Do you have a current First Aid Certificate? Yes No

Do you speak any other languages besides English? Yes No

WORK HISTORY

- I am currently: employed unemployed
- If unemployed, how long have you been looking for a job? _____
- If currently employed do you consent for Nikau to contact your current employer in relation to this application?
 Yes No

Failure to give consent may result in your application being cancelled

Job 1:

My most recent job was with:

Their address is:

Their phone number is:

The person you can contact about me is:

I was employed as:

I worked for them for _____ yrs/months, finishing on

My tasks included:

The machinery / equipment I used was:

My reason for leaving was:

Job 2:

Before that, I was employed with:

Their address is:

Their phone number is:

The person you can contact about me is:

I was employed as:

I worked for them for _____ yrs/months, finishing on _____

My tasks included:

The machinery / equipment I used was:

PERSONAL REFERENCES

Please provide personal references if you have not provided work history references above.

Do you agree to have personal referees contacted in relation to this application?

Yes No

(reference checks will be conducted in a legal and ethical manner and all information derived will remain confidential)

	Name	Contact
1	_____	_____
2	_____	_____
3	_____	_____

Please ensure that you have completed this form in full, any questions not answered will make your application null.

I declare that I have answered all questions honestly and accurately.

Signed _____ Date: _____

Name (please print) _____

✓ Have you included:

- Photo ID such as passport or original Driver's License (front and back)
- Copy of your CV (if have)
- Copies of all your current training certifications / qualifications
- If not a NZ citizen, copy of your work permit or letter from NZIS

Office Use:

Previous job references checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial	Date
Personal references checked	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial	Date

What happens from here:

Thanks for your application!

If handing in your application in person, you may have had a brief job interview.

Just so you know, from here:

1. Nikau will make all efforts to contact all applicants of their status for a job position, however this sometimes is not practicable
2. A Nikau representative will contact you within **1 week** should you be shortlisted for the position
3. If you are shortlisted, you will receive a letter (by email) with:
 - a. Invitation for an interview
 - b. Address / date / time for pre-employment medical
 - c. Address / date / time for drug and alcohol test
 - d. Items (b) and (c) are normally conducted at the same provider
 - e. Ministry of Justice Third Party Criminal Convictions Third Party (TPCCC) consent form. This must be completed and returned within **2 days** of receipt to the writer of the email
 - f. Should the appointment times schedule for the items (b) and (c) be unsuitable you need to contact the writer of the email as soon as possible to reschedule
4. At the interview it is recommended that you bring any further information, proof of experience etc. with you.
5. If you are successful in your application you will receive a job offer pack that will contain:
 - a. A letter of offer
 - b. Employment contract
 - c. Employee handbook
6. Nikau may give a job offer conditional on Nikau receiving a satisfactory criminal record check