

Employment Application Form

SAMPLE

Part of the recruitment process for many organisations is the requirement for potential employees to complete an employment application form. These employment application forms may be useful for collecting relevant information on the applicant and may assist in the short-listing process.

Employment application forms should be concise and only include inquiries relevant to determining whether an applicant should be interviewed for the particular position. Other relevant, but non-essential, information should be gathered during the interview.

Certain inquiries in application forms are prohibited by the Human Rights Act 1993 and the Privacy Act 1993. Any inquiries relating to any of the grounds of discrimination under the Human Rights Act should be avoided. Furthermore, under the Privacy Act, an employer should gather only information that is relevant to the position and necessary for the employer to know for commercial reasons. More information is available on the Human Rights Act and the Privacy Act through the NZMA Member Advisory Service.

The attached Employment Application form is a comprehensive sample that can be altered to suit the needs of the employer. It should be used as a guide only.

Need more help?

Contact the NZMA:

Phone | 0800 65 61 61

Email | Robyn Fell: robyn@nzma.org.nz

[COMPANY NAME AND BRANCH]

Application for Employment

Must be filled in by applicant in handwriting - please print

Position applied for

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Personal details

Surname	First names
Place of birth	Current address Telephone Mobile

Education (including university, further education establishments)

School/College/Tech/University	From	To	Standards attained/qualifications

Other qualifications/skills

Describe qualification/skill	Date and place achieved

CV Attached YES/NO

Employment history (list most recent employer first/ include all employment)

(No contact will be made with your current employer until you have given specific permission at interview.)

Name of employer	
Position held/nature of work	
Period of employment – From	To
Reason for leaving	Rate of pay

Name of employer	
Position held/nature of work	
Period of employment – From	To
Reason for leaving	Rate of pay

Name of employer	
Position held/nature of work	
Period of employment – From	To
Reason for leaving	Rate of pay

Name of employer	
Position held/nature of work	
Period of employment – From	To
Reason for leaving	Rate of pay

Referees (please provide last employer and at least one previous employer)

Name	Title	Telephone
Name	Title	Telephone
Name	Title	Telephone

General

Are you a New Zealand citizen?	Yes	No
If no – do you have permanent residence in New Zealand?	Yes	No
If no – do you have a work permit	Yes	No
If yes – when does this expire?		
Have you ever been convicted of a criminal offence?	Yes	No
If yes – give brief details		
Are you currently before the court on any matter?	Yes	No
If yes – give brief details		
Have you ever been dealt with by the court under the diversion scheme	Yes	No
If yes – give brief details		
What class of driving licence do you have?		
Do you know any person currently employed by this company?	Yes	No
If yes – give details		
If you are offered a position, when is the earliest you could commence?		
Have you ever worked for this company before?	Yes	No
If yes give brief details		

Medical

Have you ever suffered from an injury at work that required you to take time off?	Yes	No
If yes – give brief details		
Do you have any illness or injury that might prevent you from performing your work?	Yes	No
If yes – give brief details		
Have you taken more than 5 days absence due to your own illness in the last 12 months?	Yes	No

Other interests

List any hobbies/sporting interests etc.
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Declaration

I declare that the information provided above and/or below or as attached is to the best of my knowledge a true and correct record.

I consent to the company seeking verbal or written information on a confidential basis about me, from representatives of my previous employers and or referees, and I authorise the information sought to be used by the company for the purpose of ascertaining my suitability for the position for which I am applying.

I further accept that the company may conduct credit and criminal record checks through the appropriate authorities.

I understand that the information received by the company is supplied in confidence as evaluative material and will not be disclosed to me.

Applicants signature Date