



APPLICATION FOR EMPLOYMENT

*Return to: Human Resource Manager
Timaru District Council
PO Box 522
Timaru 7940*

*Telephone 03 687 7200
Fax 03 687 7201*

POSITION APPLIED FOR: _____

PERSONAL DETAILS

NAME: MR / MRS / MISS / MS _____
(SURNAME) (FIRST NAMES)

POSTAL ADDRESS: _____

RESIDENTIAL ADDRESS: _____

TELEPHONE: PRIVATE _____ BUSINESS _____

DRIVER'S LICENCE _____ CLASS(ES) _____

QUALIFICATIONS

ACADEMIC	LOCATION	TRADE/ PROFESSIONAL EXAMS	LOCATION

OTHER TRAINING: _____

EMPLOYMENT HISTORY

PRESENT EMPLOYMENT

NAME: _____

ADDRESS: _____ PHONE: _____

POSITION HELD: _____ SINCE: _____

KEY TASKS: _____

PAST EMPLOYMENT

INCLUDE ALL POSITIONS HELD, PERIODS OF FULL TIME STUDY, UNEMPLOYMENT, TRAVEL IN LAST TEN YEARS:

COMPANY / ORGANISATION	POSITION	REASON FOR LEAVING	FROM	TO

OTHER EMPLOYMENT

DO YOU HAVE ANY OTHER POSITIONS WHICH YOU WOULD HOLD CONCURRENTLY WITH EMPLOYMENT IN THIS POSITION? PLEASE GIVE DETAILS

COMPANY / ORGANISATION	POSITION	HOURS WORKED - DAILY / WEEKLY

REFEREES

PLEASE GIVE DETAILS OF REFEREES YOU AUTHORISE US TO CONTACT:

NAME	POSITION / RELATIONSHIP	ADDRESS	WORK/ CHARACTER	PHONE

MEMBERSHIP OF RELEVANT PROFESSIONAL ORGANISATIONS

REASONS FOR APPLYING FOR THIS POSITION AND RELEVANT EXPERIENCE

INCLUDE ANYTHING YOU CONSIDER MIGHT SUPPORT YOUR APPLICATION:

GENERAL

HAVE YOU HAD ANY INJURY OR MEDICAL CONDITION CAUSED BY GRADUAL PROCESS, DISEASE OR INFECTION WHICH THE TASKS OF THIS JOB MAY AGGRAVATE OR CONTRIBUTE TO? YES / NO

IF "YES" TO THE ABOVE QUESTION , PLEASE GIVE DETAILS:

HAVE YOU EVER BEEN DEALT WITH BY THE POLICE? YES / NO

IF "YES" GIVE BRIEF DETAILS:

ARE YOU LEGALLY ENTITLED TO PERMANENTLY WORK AND RESIDE IN NEW ZEALAND? YES / NO

PLEASE LIST ALL DOCUMENTATION ENCLOSED IN SUPPORT OF YOUR APPLICATION:

DECLARATION

I _____ (FULL NAME) DECLARE THAT TO THE BEST OF MY KNOWLEDGE, THE ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE CORRECT. I UNDERSTAND THAT IF ANY FALSE INFORMATION IS GIVEN, OR ANY MATERIAL FACT SUPPRESSED, I MAY NOT BE ACCEPTED BY COUNCIL OR, IF APPOINTED TO THE POSITION, MAY BE DISMISSED.

SIGNED _____ DATE _____