



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

APPLICATION FORM

Attached is an application for employment that you are requested to complete personally.

The application form is a source of information that will be used by Go Orange Limited to assist us in considering your suitability for the position you are applying for.

If your application is successful, this information will form part of Go Orange's personnel records.

Failure to supply the information requested may prejudice Go Orange's ability to assess your suitability for the position.

You are entitled to access this information upon request.

Information relating to an unsuccessful application will be destroyed after six months.

Go Orange!

APPLICATION FOR EMPLOYMENT

[Please include a covering letter with this application form setting out the reasons why you would be a suitable candidate for the position(s) you have applied for]

Position/s applied for in order of preference:

Position 1: Location:

Position 2: Location:

Position 3: Location:

How did you find out about this vacancy?

- | | | | |
|----------------------|--------------------------|------------------------|--|
| SEEK | <input type="checkbox"/> | TRADEME | <input type="checkbox"/> |
| Company Website | <input type="checkbox"/> | Other website | <input type="checkbox"/> <i>please state</i> _____ |
| Friend/Family member | <input type="checkbox"/> | Go Orange staff member | <input type="checkbox"/> |
| Training Provider | <input type="checkbox"/> | | |

Section 1 PERSONAL DETAILS

Title: Mr / Ms /Mrs / Miss Surname:

First Name: Preferred Name:

Address:
.....
.....

Phone: Mobile:

E-mail:

Section 2 LEGAL WORK STATUS

Are you legally entitled to work in New Zealand? **Yes / No**

If yes, under what circumstances;

- | | | |
|--|--------------------------|--------------------------------|
| a) Are you a New Zealand/Australian Citizen? | <input type="checkbox"/> | <i>tick (✓)</i> |
| b) Do you have the right of Permanent Residency? | <input type="checkbox"/> | <i>[please provide a copy]</i> |
| c) Do you have a current Work Visa? | <input type="checkbox"/> | <i>[please provide a copy]</i> |
| d) Do you have a current Working Holiday Visa? | <input type="checkbox"/> | <i>[please provide a copy]</i> |

If you are on a Work Visa or Working Holiday Visa, please provide the country on your passport.

Expiry date of Visa: _____

Section 3 QUALIFICATIONS AND SKILLS

Do you hold a current drivers licence? *[please provide a copy]*

- Yes, New Zealand Driver's License
- Yes, International Driver's License
- No

Licence number: Expiry Date (if any): /... /....

If so, what classes? 1, 2, 3, 4, 5, 6

What endorsements? P, V, D, I, O, F, R, T, W

Please describe any driving convictions or demerit points and date of such:

.....
.....

List the skills and experience you consider are relevant to your application:

.....
.....
.....
.....
.....

Section 4 REFEREES

Please list referees that Go Orange can contact to discuss you, your previous experience and your ability to perform the role:

Name: Position:

Organisation: Telephone:

Name: Position:

Organisation: Telephone:

Name: Position:

Organisation: Telephone:

I authorise Go Orange to contact the referees I have named in this section to obtain references about me.

Full Name: Signature:
(please print)

Section 5 HEALTH

- Do you have any physical impairments or any condition that may affect how you perform the role? **Yes / No**

- Do you have any injury or medical condition caused by gradual process, disease or infection that the role may aggravate? **Yes / No**

- A number of our positions require some lifting – have you ever had or do you suffer from a back injury? **Yes / No**

- Have you ever lodged an injury claim with ACC or any other injury insurer? **Yes / No**

If you answered yes to any of the above questions, please provide details:

.....
.....
.....
.....
.....

- If you are short-listed for the position, do you agree to undergo a medical examination should Go Orange consider such examination to be relevant to the position? The examination may be conducted by a medical practitioner nominated by Go Orange. **Yes / No**

Section 6 DRUG AND ALCOHOL TESTING

Go Orange has an employment drug and alcohol testing programme. This programme is in place to reduce risk to quality and safety.

An unauthorised drug is a drug that has not been prescribed by a fully qualified medical practitioner.

I consent to provide a urine or blood sample at any time, which may be on a random basis, for the purpose of testing for unauthorised drugs or alcohol.

I further consent to the release to Go Orange of the results of any such tests for the purpose of determining my suitability for employment, and if employed, my continued employment (*the results of all tests will be made available to the applicant*).

I acknowledge that if I am employed I will be subject to summary dismissal if I am found to be using, in the possession of, or under the influence of, unauthorised drugs or alcohol.

I also agree to be subject to the conditions of any future company drug and alcohol programme.

Full Name: Signature:
(please print)

Section 7 CRIMINAL RECORD

- Have you ever been convicted of a crime in New Zealand or any other country? **Yes / No**
- Are there any charges against you yet to be heard? **Yes / No**

If you answered yes to either of the above questions, please provide details of all convictions:

.....
.....
.....
.....
.....

If you are short-listed for a position Go Orange may decide to check your criminal record.

I authorise Go Orange (or it’s agent) to request and obtain all information about me held on the “Wanganui Computer” and/or held by the Department for Courts and I authorise the Privacy Officer of the Department for Courts to release such information.

Full Name: Signature:
(please print)

Section 8 GENERAL

- Have you ever worked for Go Orange (Sea Kayak Fiordland/Fiordland Wilderness or Real Journeys) **Yes / No**

If yes, please advise position, location and year:

- Do you have a spouse, partner, relative or household member currently employed by Go Orange? **Yes / No**

If yes, who? Location:

- Are there any reasons, including outside interests, that might preclude you from working rostered shifts over any seven days of a given week (including weekends and public holidays)? **Yes / No**

If yes, please provide details:

- Are there are reasons that would prevent you from working reasonable extra hours as required? **Yes / No**

If yes, please provide details:

- Have you been absent from work in the past 12 months, other than for annual holidays? **Yes / No**

If yes, please state the reason(s):

- Have you ever been dismissed from employment because your work or conduct was unsatisfactory? **Yes / No**

If yes, please provide details:

- Do you have any difficulty holding a conversation in English? **Yes / No**

- Do you speak any languages other than English?
Yes / No
- If yes, please provide brief details:
- If your application were successful, when would you be able to commence?
..... / /

Section 9 IMPORTANT – PLEASE READ

I certify that the information I have given is true and correct. I understand that if I have given incorrect or misleading information, or if I have left out any important information, I may not be considered for appointment, or if appointed, my employment may be terminated.

I further accept that if I am successful in this application, the information contained herein and any other information gathered in the course of my employment will be available to management.

Full Name: Signature:
(please print)

Date:..... / /

Thank you for completing this form.

Checklist:

- | | | | |
|---------------------------------------|--------------------------|---|--------------------------|
| Have you attached a covering letter? | <input type="checkbox"/> | Have you attached copies of licenses/ qualifications? | <input type="checkbox"/> |
| Have you attached a copy of your C.V? | <input type="checkbox"/> | Have you attached copies of your work permit/residency documents? | <input type="checkbox"/> |