

APPLICATION FOR TEMPORARY EMPLOYMENT

CONFIDENTIAL

To be completed personally by Applicant in full

**Please send with CV to Human Resources:
temps@buildingrecruitment.co.nz**

- Building Recruitment Limited is an Equal Opportunity Employer.
- Completion of this form does not indicate that there is any obligation on Building Recruitment Limited to engage the applicant in employment.
- The information below is provided in accordance with the Privacy Act 1993.
- The information on this application is collected for the purpose of assessing your suitability for employment in the position applied for which may include subsequent changes in employment with Building Recruitment Limited.
- If successful, this information will form part of Building Recruitment Limited's Human Resource records and the information herein will be used for work related purposes.
- Unsuccessful applications will be confidentially destroyed by Building Recruitment Limited after 12 months unless alternative instructions are received from the applicant.
- Applications that could be suitable for another position may be reviewed within the 12 months and statistical information will be retained.
- You are entitled to access or correct your Human Resource records or application forms upon request to the Human Resources Department. You will not be able to access evaluative material (such as verbal references, psychometric assessments, interview evaluation forms, etc.) unless written releases are obtained by the applicable third party and/or Building Recruitment Limited.

Preferred Title: (Mr/Miss/Ms/Mrs/Other)		
First Name:	Preferred Name:	
Last Name:		
Address:		
Gender:	Date of Birth:	/ /
Telephone (Hm): _____ Mob: _____		
Work: _____		
Email:		
Bank Account Details:	IRD Number:	/ /
Account Name: _____	Tax Code: _____	
Account Number: _____		
Please email my payslips: (Please circle)	Yes	No
Are you entitled to work in New Zealand?		
<input type="checkbox"/> NZ Citizen	<input type="checkbox"/> NZ Permanent Resident	
<input type="checkbox"/> Work Permit	<input type="checkbox"/> Work Visa	<input type="checkbox"/> Student Visa
Exp / /	Exp / /	Exp / /
<small>(If yes, you must be able to provide original documents on request e.g. Drivers Licence, Passport, Work Visa, Birth Certificate etc)</small>		
In what location/s are you seeking employment?		
Position/s applied for:		
Employment Type:	<input type="checkbox"/> Full Time (Minimum of 40 hours per week) <input type="checkbox"/> Part Time (Less than 40 hours per week)	
Emergency Contact Details:		
Name: _____		
Phone: _____	Mobile: _____	
Relationship to you (Spouse, parent, friend, child etc): _____		
<small>If any of your personal details change, or that of your Emergency Contact, please notify Building Recruitment Ltd.</small>		
When are you available to start a new role: _____ / _____ / _____		

APPLICANT TO COMPLETE

How did you hear/learn about this vacancy? _____

E.g. Local newspaper (please name), internal vacancy, word of mouth

Qualifications:

Please list all relevant qualifications and training courses you have undertaken. This can include schooling, tertiary education, industry training or in-company training.

Class of Drivers Licences held	Date issued	Licence Number
_____	_____	_____
_____	_____	_____
Do you have your own transport?	Yes	No
Site Safe:	Yes Expiry: _____	No
Do you have any criminal convictions on record?	Yes (Please detail) _____	No

What is your level of computer competency? (Please list the programs you use and rate your level.)	Basic	Proficient	Expert

Credit Check Authorisation

Building Recruitment Ltd may give information about you to a credit reporting agency to obtain a consumer credit report about you and/or allow the credit reporting agency to create or maintain a credit information file containing information about you. This information may include the details given by you on this form (including your driver's licence number).

I _____ agree to Building Recruitment Ltd completing a Credit Check for employment purposes.

Signed: _____ **Date:** _____

APPLICANT TO COMPLETE

Please provide details of three referees.

Note: You are giving permission for us to contact these referees but you will be informed before we call them.

Name	Relationship to applicant	Contact Phone number or Email address

Employment record – Please list your last 3 employers

Organisation	Position(s)	Employed from / to (dates)	Reason for leaving
<p>May we contact your previous employers? If no, please explain:</p>			<input type="checkbox"/> YES <input type="checkbox"/> NO

Declaration and Authorisation:

The information provided in this application is complete, true and correct. I understand that false or misleading information herein may be grounds for immediate dismissal. I authorise the prospective employer to investigate all statements made on this application and to seek any information about me in relation to this application. As part of the pre-employment process, I understand and consent that I may be required to undertake pre-employment tests including (but not limited to) Drivers Licence and Fine Check Report and Drug and Alcohol screening. If my application is successful I consent to undergo a pre-employment medical examination by a doctor nominated by Building Recruitment Limited, if required.

Date: _____

Applicant’s signature: _____

The information submitted on this form will be used strictly in accordance with the provisions of section 21 (1) of the Human Rights Act 1993 and the Employment Relations Act 2000. All information is held in the strictest confidence and all applicants are dealt with fairly and without bias. If the applicant is successful this form will be included in their personnel file.

Please scan and email to: temps@buildingrecruitment.co.nz