

**Application for Employment**

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| Position applied for: |  | | | |
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| Location: |  | | | |
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| Where did you hear about this position? |  | | | |
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| **Personal Details** |  | | | |
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| First names: |  | | | |
|  |  | | | |
| Surname: |  | | | |
|  |  | | | |
| Preferred name: |  | | | |
|  |  | | | |
| Home address: |  | | | |
|  |  | | | |
| Postal address: |  | | | |
|  |  | | | |
| Email address: |  | | | |
|  |  | | | |
| Home telephone: |  | | | |
|  |  | | | |
| Cell phone: |  | | | |
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| Work telephone:  (May we ring you there?) |  | | | |
|  |  | | | |
| Date of birth: |  | | | |
|  |  | | | |
| Marital status: |  | | | |
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| Dependants: |  | | | |
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| **General** |  | | | |
| Are you legally entitled to work in New Zealand? YES/NO (please delete incorrect response)  (Note: You may be required to produce evidence of your eligibility to work in NZ.) | | |  | |
| Have you ever been convicted of a criminal offence? YES/NO (please delete incorrect response)  If YES please give details  Are you currently before a court on a criminal matter? YES/NO (please delete incorrect response)  If YES please give details  Are you able to work during peak trading times (October to January)? YES/NO (please delete incorrect response)  Are you able to work weekends and public holidays? YES/NO (please delete incorrect response) | | |  | |
| **Medical** |  | | | |
| Do you have any illness or injury that might prevent you from performing at work? YES/NO (please delete incorrect response)  If YES please give details  Have you ever suffered from an injury at work that required you to take time off? YES/NO (please delete incorrect response)  If YES please give details  Do you smoke? YES/NO (please delete incorrect response) | | |  | |
| **Experience** |  | | | |
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| Please provide full details of your **boating** experience eg types of boats owned, crewed on, worked on, built, waters sailed, clubs joined, etc. |  | | | |
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| Please provide full details of your **fishing** experience, eg saltwater, freshwater, clubs joined, etc. |  | | | |
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| Please provide full details of your **motorhome/caravan/camping** experience, eg motorhomes/caravans owned, worked on, member of NZMCA?, etc. |  | | | |
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| **Full Employment History**  **NB** | **Please provide details for ALL employment history, not just the last few years. Otherwise we will not be able to proceed with your application.** | | | |
| Please list details of all employment, starting with the most recent employment first. |  | | | |
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| Employer (name and address)  Nature of business  Job title  Start and end dates  Duties & responsibilities  Amount of salary/wages  Reason for leaving |  | | | |
|  |  | | |
| Employer (name and address)    Nature of business  Job title  Start and end dates  Duties & responsibilities  Amount of salary/wages  Reason for leaving |  | | |
|  |  | | |
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|  |  | | |
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|  |  | | |
| Employer (name and address)  Nature of business  Job title  Start and end dates  Duties & responsibilities  Amount of salary/wages  Reason for leaving |  | | |
| **NB Make sure you have set out your full employment history since leaving school. Add continuation sheets if necessary to cover your full employment history.**  **Education** | |  | |
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| Please list secondary school(s) and any tertiary institution(s) attended.  Please list any certificates, diplomas, degrees attained and year in which attained  Please list any boat masters’ courses passed (eg. Day Skipper) and relevant date.  Please list any other educational or practical achievements. |  | | |
| **Recreational interests:** |  | | |
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| Please provide details of your recreational interests. |  | | |
| **Referees** |  | | |
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| Please provide contact details of your two most recent work referees (including their name, position, company, phone, address and email). Each referee should have been your ***direct*** manager.  May we contact your referees? |  | | |
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**Declaration**

I declare that the information provided in this application is to the best of my knowledge true and correct.

I consent to the company obtaining information on a confidential basis about me from my previous employers and referees, and I authorise the information to be used by the company for the purpose of evaluating my suitability for the position for which I am applying.

I 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.

YES/NO (please delete incorrect response)

Applicant’s signature……………………………………………….. Date……………

**What happens next?**

**1. Please email this completed application** **for employment to:** **jobs@burnsco.co.nz**

**2. Confirmation of receipt of your application will be sent to you.**