



CONFIDENTIAL EMPLOYMENT APPLICATION FORM

The purpose of this application form is to collect information to assist Balcrom Limited make a decision as to your suitability for the position applied for. The information you provide here and in your CV will be used to assess your suitability for the position. You should ensure that all information provided is accurate; failure to provide correct information may prejudice our ability to assess your suitability. Provision of false information is grounds for dismissal or cancellation of your employment.

POSITION APPLIED FOR:

PERSONAL DETAILS:

Surname/Family Name:

First Name:

Full time or Part Time work sought:

Reason for leaving previous
Employer?

ADDITIONAL INFORMATION:

- | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|----|--------------------------|
| 1. Are you legally entitled to work in New Zealand? Do you have NZ citizenship, permanent residence in NZ or a current work visa? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Do you have a spouse, partner, relative or household member working with the Employer? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Do you have a spouse, partner, relative or household member working elsewhere in the same or a similar industry as the Employer? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Are you aware of any other factors that would place you in a potential conflict of interest with the Employer? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Do you perform any other work (paid or unpaid) that you intend to continue to perform if you are offered the role that you are applying for? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. If you are offered a position, when is the earliest you could commence? | | | | |

If yes to Questions 2 to 5, please explain:

CRIMINAL RECORD:

6. Have you ever been convicted of a criminal offence in NZ or abroad? ¹	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7. Do you have any criminal or civil charges pending in NZ or abroad?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8. Do you have a New Zealand Driver's License?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9. Do you have any demerit points or current endorsements on your driving license, or are you facing any procedures for these?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

¹ Under the Criminal Records (Clean Slate) Act 2004, you do not need to declare your New Zealand conviction if all the following apply:

(a) It has been 7 or more years since your most recent conviction and you have not reoffended; and (b) You have never had a custodial sentence imposed on you; and (c) You have never been detained in hospital by Court order instead of receiving a sentence; and (d) You have paid any fines/costs/compensation/reparation; and (e) You have not been disqualified from holding or obtaining a driver's license.

Regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:

- you have ever been convicted of a sexual offence; or
- you have ever been disqualified from holding a driver's license for repeat offending involving alcohol/drugs; or
- the conviction was from overseas



If yes to Question 6 or 9 above, please explain:

HEALTH AND SAFETY

The following information is required to assist Balcrom meet its obligations under the Health and Safety at Work Act 2015 and the Accident Compensation Act 2001.

Do you have any physical impairment, injury or condition that the Employer might consider would affect your ability to perform this role, or that the role might aggravate (i.e. Back injury, OOS etc.)?

If **'yes'** please give details and describe any technical aids or equipment, or adaptations to the workplace we would need to make to ensure your health and safety.

If you are employed by Balcrom, do you agree to undergo drug and alcohol tests if (a) you work in a safety sensitive area or (b) there is reasonable cause to suspect that drugs or alcohol may be impacting on your work?

Yes

No

DECLARATION:

I understand that all information provided by me will be held on a confidential basis and that my permission will be sought before any identifying personal details are released to a third party.

I consent to Balcrom undertaking reference checks pursuant to my application for a specific employment position, and recognize that all enquires will be conducted on a confidential basis, and that Balcrom has the right to maintain confidentiality of this information.

I understand that I may access personal information about me held by Balcrom and request correction of that information. This access to information excludes reference checks undertaken by the organization and all evaluative or opinion material compiled by Balcrom employees for the purpose of assessing my suitability, eligibility and qualifications for employment.

I declare that I have disclosed to Balcrom all information, including but not limited to, convictions, accidents, health conditions, diseases, which will be used by Balcrom to determine my suitability for a position. I also declare that my reasons for leaving my previous employment are fully detailed in this application. I have declared to Balcrom any formal disciplinary action taken against me by the Employers. I confirm that no Employer has accused me of dishonesty or breach of duties. I understand that if I am employed by Balcrom and if I have withheld any such information, my employment might be terminated for that reason alone.

I declare that all information provided by me to Balcrom, (including the content of my CV), is true, accurate, up to date and complete and is not designed to mislead in any way.

Signature:

Date: