

 **APPLICATION FOR EMPLOYMENT**

[**www.redstagtimber.com**](http://www.redstagtimber.com)

PO Box 1748, Rotorua 3040, New Zealand

Ph (07) 349-5831 | Fax (07) 347-0958

**Email completed application form to:** **maureen.smith@redstagtimber.co.nz**

*The answers and statements in this application for employment with Red Stag Timber Ltd form part of the employment agreement. It must be personally completed and signed by the applicant.*

|  |  |
| --- | --- |
| **Position Applied For:** |   |

|  |  |
| --- | --- |
| **Preferred Title:** | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  (please select one) |
| **Surname:** |   | **First Names:** |   |
| **Address:** |   |
| **Home Phone:** |   | **Business Phone:** |   |
| **Alternative Contact:** |   | **Fax/Email:** |   |
| Are you legally entitled to work in New Zealand?*(e.g. citizen, permanent resident, work permit/visa)* | [ ]  Yes | [ ]  No |

### IMMIGRATION STATUS (if non New Zealander)

|  |  |  |  |
| --- | --- | --- | --- |
| Which of the following do you have? | New Zealand Residency? | [ ]  Yes |  |
| Work Visa/Permit? | [ ]  Yes | Expiry Date  |
| Visitors Visa? | [ ]  Yes | Expiry Date  |

If appointed, **originals & expiry dates will need to be sighted and photocopied** **before** your commencement.

### EDUCATION & QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **Schools / Technical Institutes / University / ITO attended** | **Years attended** | **Qualifications/National Certs completed** |
| **From** | **To** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| Are you willing and able to undertake training during your employment if required? | [ ]  Yes | [ ]  No |

**PREVIOUS EMPLOYMENT**

Please complete for your last three positions.

| **From****Mth/Yr** | **To** **Mth/Yr** | **Employer** | **Position Held** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
|   |   |   |   |   |
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|   |   |   |   |   |
|   |   |   |   |   |
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|  |  |  |
| --- | --- | --- |
| Have you ever worked at Waipa Sawmill? | [ ]  Yes | [ ]  No |
| How did you find out about this vacancy?  |

**REFEREES**

Please provide contact details of two referees who are able to report on your recent employment history and work ethic (one should be your current or latest line manager).

|  |  |
| --- | --- |
| **Name:** |   |
| **Address:** |   |
| **Relationship: (e.g. employer, etc.)** |   |
| **Work Phone:** |   | **Home Phone:** |   | **Fax:** |   |
| **Email:** |   | **Alternative Contact:** |   |

|  |  |
| --- | --- |
| **Name:** |   |
| **Address:** |   |
| **Relationship: (e.g. employer, etc.)** |   |
| **Work Phone:** |   | **Home Phone:** |   | **Fax:** |   |
| **Email:** |   | **Alternative Contact:** |   |

**HEALTH**

***If yes please provide details in an envelope marked ‘CONFIDENTIAL’ and address to the Manager Human Resources.***

|  |  |  |
| --- | --- | --- |
| Do you have any health conditions that may affect the performance of your duties?  | [ ]  Yes | [ ]  No |
| Do you consent to a pre-employment drug test? | [ ]  Yes | [ ]  No |
| Do you agree to ongoing health monitoring (at least annually) if you are successful in your application for employment with Red Stag Timber? | [ ]  Yes | [ ]  No |
| Have you ever had a work injury covered by ACC? If yes, please state year  | [ ]  Yes | [ ]  No |
| **General:**Do you have any other obligations or commitments that may affect your attendance or work performance? | [ ]  Yes | [ ]  No |
| Have you ever been dismissed or have agreed to resign from a position? | [ ]  Yes | [ ]  No |
| Have you been convicted of a criminal offence relating to drugs, or assault, or received a prison sentence? | [ ]  Yes | [ ]  No |

If yes to any of the general questions above, please outline the details on a separate piece of paper and attach to your application. These will be treated confidentially, and considered with regards to relevance to carrying out the duties and responsibilities of the role applied for.

**DECLARATION – All applicants to complete**

[ ]  I declare that the information I have given is correct and understand that any incorrect or misleading information may lead to disqualification, or if appointed, to termination of employment.

[ ]  I consent to the organisation seeking verbal or written information about me from referees listed on this application form and authorise the information sought to be released to Red Stag Timber.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |   | Date: |   |

**COMMENCEMENT DATE**

|  |  |
| --- | --- |
| Earliest date able to commence duty, if successful? |   |

ACKNOWLEDGEMENT FORM

TO BE COMPLETED BY APPLICANT

(Please select one)

Mr [ ]  / Mrs [ ]  / Miss [ ]  / Ms [ ]  (please provide name and address)

|  |
| --- |
|   |
|   |
|   |
|   |

POSITION APPLIED FOR:

|  |
| --- |
| TO BE COMPLETED BY HUMAN RESOURCES We hereby acknowledge your application as listed above. The outcome of the application will be advised once short listing has been completed. |
| Signed: |  | Dated:  |

Completed applications should be marked ‘Confidential Application’ and addressed to:

The HR Manager

Red Stag Timber Ltd

PO Box 1748

Rotorua