



JOB APPLICATION FORM

This is an application for employment with Barry Stewart Builders Ltd. Should that application result in an employment arrangement it will form part of an Employment Agreement. The application form is a source of information, which will assist Barry Stewart Builders Ltd in considering your suitability for the position for which you are applying. If successful in obtaining employment, such information requested will form part of Barry Stewart Builders Ltd personnel records. Failure to supply the required information may prejudice Barry Stewart Builders Ltd ability to determine your suitability for the position.

You are entitled to access this information upon request to Barry Stewart Builders Ltd. This information is currently held at 385 Bainfield Road, Invercargill.

Full name:

Phone:

Email:

Address:

What position are you applying for?

Where did you first see the position advertised?

Work Status

Are you a New Zealand Citizen?

Yes No

Do you have the right of permanent residence in New Zealand?

Yes No

Do you have a work permit?

Yes No

You will be required to provide evidence of your entitlement to work in NZ (i.e. production of a work permit or residency papers)

Education

Please Note: you are not required to complete the following sections if you are submitting a CV containing the information requested.

School / Technical Institution / University	From	To	Qualification Obtained

Trade / Occupational Qualifications and Experience

Do you have any qualifications relevant to the position for which you are applying?

Yes No

If so, give details:

Please describe any knowledge/skills and experience you possess which may be relevant to the position for which you are applying.

Employment Record

List your current or most recent employer first. Include periods of employment, travel and full-time study (for further employment records, please continue on a separate sheet). Details may be shown on an attached CV.

Employer One:

Employment period:

Position:

Reporting to:

Responsible for:

Reason for leaving:

Employer Two:

Employment period:

Position:

Reporting to:

Responsible for:

Reason for leaving:

Employer Three:

Employment period:

Position:

Reporting to:

Responsible for:

Reason for leaving:

Referees

You are required to provide at least two referees, preferably from your most recent employment. If you have not been in previous employment, character referees are sufficient.

Referee One:

Referee Two:

Relationship to you:

Relationship to you:

Phone:

Phone:

I consent to Barry Stewart Builders Ltd seeking verbal or written information about me from representatives of my previous employers and/or referees and authorize the information sought to be released for the purpose of ascertaining my suitability for the position I am applying for. I understand that the information received by Barry Stewart Builders Ltd is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Personal Interests / Hobbies:

Health Issues:

If necessary you may be required to undergo a pre-employment medical check.

Do you have any known health condition of any kind, which may affect your ability to effectively carry out the functions and responsibilities of the position for which you have applied?

Yes

No

If yes, give details:

Are you on any medication which may affect your performance in the position you are applying for?

Yes

No

If yes, give details:

Working with Machinery:

You will be required to use power tools and machinery therefore are you on any current medication?

Yes

No

If yes, give details:

Have you any health problems that would restrict your ability to undertake this work? Yes No

If yes, give details:

Have you ever had an injury that could affect your ability to undertake this work? Yes No

If yes, give details:

Have you worked in noisy environments previously? Yes No

If yes, give details:

Do you have *noise-induced hearing loss* or continuous ringing in your ears? Yes No

If yes, give details:

Have you ever had any ACC claims for work related or non-work related injury or claims from a private insurer? Yes No

If yes, give details:

Repetitive movements:

Have you suffered any injury to any part of your body but more particularly your arm, wrist, or hand that may be aggravated by repetitive activity? Yes No

If yes, give details:

Do you understand what Occupational Overuse Syndrome/Repetitive Strain Injury is? Yes No

Have you incurred any OOS/RSI injury? Yes No

If yes, give details:

Lifting / carrying:

Have you suffered any injury that prevents you from lifting or carrying , eg - hernia, rupture, or recent surgical operation? Yes No

If yes, give details:

Are you aware of the correct way to lift? **Yes** **No**
 Have you sought treatment from a Doctor for any back/neck/shoulder or OOS/RSI injury? **Yes** **No**
If yes, give details:

Have you ever required time off work for this injury? **Yes** **No**
If yes, give details:

Working in dusty areas:

Do you have any problems that could cause difficulties working in a dusty workplace, eg - recurrent cough or wheeze, chronic bronchitis, asthma or hayfever? **Yes** **No**
If yes, give details:

Working at height:

Have you any medical condition or phobias, which may put you at risk undertaking, work at heights, eg - fits, faints or collapse, epilepsy or concussion, motion or travel sickness, diabetes? **Yes** **No**

Drivers licence

Do you hold a current New Zealand drivers licence? **Yes** **No**
If yes, what type? (Full / Restricted / Learner) *Class:*

Expiry date: *Number of demerit points:*

Has your drivers licence been cancelled within the last five years? **Yes** **No**
 Are there any matters pending which could affect the status of your drivers licence? **Yes** **No**
 Do you have any endorsement F, W R, etc? **Yes** **No**

General

Have you had any criminal convictions within the last five years? **Yes** **No**
If yes, give details:

Are you currently awaiting the hearing of any criminal charges? **Yes** **No**
 Are you prepared to work overtime as and when required? **Yes** **No**
 Are you prepared to travel and stay away from home overnight if required? **Yes** **No**
 Are you prepared to work flexible hours if required? **Yes** **No**

Additional Information

If this application is unsuccessful, do you consent to having your details held on file for a period of 6 months to be assessed for suitability of other vacancies that may arise if appropriate? Yes No

If your application is successful, when could you start work?

If Barry Stewart Builders take your application through to the next stage, further information will be requested.

Declaration

I _____ (full name)

- 1. Declare that the answers to the questions in the application are true and correct, and I understand that the information requested within this application form is sought to establish my suitability for the position that I am applying for, and that if I do not provide such information then this application for employment may be rejected.*
- 2. Authorise any screening processes that Barry Stewart Builders Ltd sees fit to exercise in considering this application. I understand this process may include employer references and checking of criminal and medical records.*
- 3. Note that any offer of employment does not constitute an employment agreement until a separate agreement has been evidenced in writing and signed by Barry Stewart Builders Ltd and myself.*
- 4. Am not aware of any personal circumstance, medical condition or disability that would limit my ability to adequately perform the role for which I seek appointment.*
- 5. Accept that, should my application be successful, the forgoing information will form part of my contract of employment and falsification of any information is grounds for dismissal.*
- 6. By returning this application electronically it is acknowledged that I fully agree with the above declaration.*
- 7. Applicants invited to an interview will be required to sign this declaration*

Date:

Signed:

We look forward to meeting you!

Please send your completed application form to pricing@barrystewart.co.nz