

# APPLICATION FOR EMPLOYMENT

Position you wish to apply for:

**Personal Details:**

Name:

Residential Address:

Postal Address if different:

Are you aged 16 or over? (Yes/No)	Daytime phone number:
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Evening phone number:	Mobile phone number:
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Email Address:

**Education History:**

Secondary school attended:

Tertiary institution attended:

NZQA number:

I hereby authorise Birchfield Coal Mines Ltd to obtain details of my record of learning (using my date of birth and NZQA number).

*(Please provide DOB and initial/sign in this space)*

**Work History:**

Name of Employer	Year Begun	Year Ended	Position Held	Reason for Leaving

**Other interests:**

Name of Group	Position held	Year

**Eligibility (if not a NZ Citizen or Permanent Resident):**

Are you a NZ citizen or Permanent Resident? (Yes/No)  
 If not, are you legally entitled to work in NZ? (Yes/No)  
**(Attach copy of work visa and photograph page of your passport)**

**Drivers License:**

Do you hold a current driver's license? (Yes/No) **(Attach a copy please)**

Classes held:

<b>Background</b>		
Have you ever been convicted of a criminal offence (excluding any criminal offence/s covered by the clean slate scheme – ie. you have no convictions in the last 7 years and meet all other criteria as well)? (Yes/No)		
Are you awaiting charges in a civil or criminal court? (Yes/No)		
<b>Health</b>		
Are you allergic to or have sensitivity to any substance or chemical? (Yes/No)		
Do you have any medical condition or injury which might be aggravated or further contributed to by the tasks of this position? (Yes/No)		
Do you have any other known conditions which might affect your ability to carry out the functions and responsibilities of the position applied for? (Yes/No)		
<i>If you answered yes to any question, please provide brief details:</i>		
<p><b>PLEASE NOTE: It is a condition of employment</b> that all new employees forward official verification in writing from a doctor/accredited health practitioner of the following:</p> <ul style="list-style-type: none"> <li>④ <b>Medical:</b> Normal baseline health readings (including lung function, eyesight and hearing)</li> <li>④ <b>Drug test:</b> A negative drug test performed within 5 days prior to start date</li> </ul> <p>Any future offer of employment will be made on the proviso that these documents are provided prior to Employment Agreements being signed. Employment will not proceed if these documents are not provided. These tests are at the applicant's expense.</p>		
<b>How many ACC claims have you made in the last 10 years?</b>		
<b>Other employment</b>		
Do you have secondary employment? (Yes/No)		
<b>Availability:</b>		
Are you available to work full time in the position applied for? (Yes/No)		
<b>Work Roster:</b>		
Are you able to work shift work? (Yes/No)		
Are you able to work weekends and Public Holidays? (Yes/No)		
<b>References – please supply the details of two referees:</b>		
Name of referee	Contact details	Relationship to you
<b>Why do you want this employment?</b>		
<b>Work Related Qualifications</b>		
<i>ie. First Aid Certificate</i>		


Machine/Plant Experience		
Types of Plant Operated	Type of Work Done	Months Operated

<b>Other information – please insert anything else you think we should consider:</b>

**By signing this Employment Application:**

- ⌚ I agree that you may contact the referees named above to obtain information about me.
- ⌚ I agree that you may contact my previous employers for information about me.
- ⌚ I agree to adhere to the Birchfield Coal Mines Drug & Alcohol policy.
- ⌚ I understand that any future offer of employment is made on the proviso that I will undergo a medical and drug test at my own cost within five days of any proposed start date and authorise the medical professional conducting the tests to inform Birchfield Coal Mines Ltd of the results of these tests.
- ⌚ If I am to be offered the position, I am willing to obtain a Police Vet at your request and to disclose it to you on a confidential basis.
- ⌚ I understand that if I have provided any false or misleading information in or with this application for employment then I am likely to be dismissed without notice from any position that might be offered to me.
- ⌚ If I am offered the position, I understand that I will be required to enter into an employment agreement, and that I will be entitled to obtain independent advice about it before signing and returning it. I also understand that if I commence work in the position before signing the proposed agreement, that I will then be deemed to have accepted the terms of the employment agreement in full.

Signed:	Date:

<b>APPLICATION CHECKLIST</b>
<b>Please ensure that the following are attached/completed before submitting this application:</b>
⌚ Current CV attached
⌚ Copy of Drivers License attached (both sides)
⌚ NZQA number is provided (see Page 1) <i>A printed copy of your NZQA Record of Learning preferred</i>

④ At least three (3) referees are provided (work references)

④ All sections completed fully