



CLUBS OF MARLBOROUGH

Confidential Employment Application Form

IMPORTANT –PLEASE READ THIS PART BEFORE SENDING IN THE COMPLETED APPLICATION FORM

Completion of this form does not place the Club under any obligation whatsoever to offer you employment with the Club. The information provided is to be used solely by the Club to assess your suitability for employment. Please complete all sections of this application in your own handwriting and attach a copy of your Curriculum Vitae (CV). You may also attach other information that you wish to be considered with your application. **Please do not send original documents.**

POSITION APPLIED FOR:

PERSONAL DETAILS:

Your preferred title (if any): _____

Surname/ Family Name: _____

First Names: _____
(circle preferred name)

Postal Address: _____

Phone No. (evening): _____

Phone No. (daytime): _____

EDUCATION AND QUALIFICATIONS:

RELEVANT EXPERIENCE: (Please list your most recent relevant experience first and work backwards in time)

Organisation _____
Position _____
Hours worked _____
Dates of employment _____
Reason for leaving _____

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Position _____
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Position _____
Hours worked _____
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Reason for leaving _____

Please continue on a separate sheet if needed

GENERAL INFORMATION: (please circle answer)

Are you entitled to work and reside permanently in New Zealand? Yes No

Have you been guilty of any offence against the Law or do you have any charges pending (apart from minor traffic offences such as parking infringements)? Yes No

If you answered Yes to the above question, please give brief details:

HEALTH DECLARATION

GENERAL MEDICAL (please circle answer)

Are you currently in good health Yes No

Have you ever been medically retired (on the grounds off ill-health) from any employment?
(if yes, give details including dates).

Yes No

Have you ever left, or been denied, employment because of ill-health or unsatisfactory attendance?
(if yes, give details including dates).

Yes No

Have you had any ACC claims within the past 3 years? *(if yes, give details, including dates).*

SPECIFIC MEDICAL HISTORY (please circle answer)

Have you suffered from any of the following? *(if yes, give details).*

Asthma	yes	no	High Blood Pressure	yes	no
Heart Attack	yes	no	Angina	yes	no
Back Injury	yes	no	Arthritis	yes	no

Have you had any significant illness? *(If yes, give details).*

Have you had any chronic infection eg. hepatitis? *(if yes, give details)*.

Have you ever had treatment in hospital, any operation or serious accident?
(minor surgery eg. Removal of wisdom teeth, appendectomy, caesarean section need not be declared).
(If yes, give details).

REFEREES:

Please provide the details of two people who may be contacted for a confidential reference. Where possible, at least *one* referee should be able to comment on your experience relative to the job description. Further referee's may be nominated on a separate sheet.

Name: -----

Address: _____

Telephone: Daytime _____ Evenings _____

Name: -----

Address: _____

Telephone: Daytime _____ Evenings _____

DECLARATION:

- I understand that all information provided by me will be treated as confidential.
- I understand that all medical information will be held in medical confidence.
- I give my permission for Clubs of Marlborough to contact any person or organisation identified in my CV or application form.
- I understand that I may access personal information about me held by the Clubs of Marlborough and request the correction of that information. This access excludes reference checks undertaken by the Club and all material compiled by the Club employees for the purposes of assessing my suitability, eligibility and qualifications for employment.
- I declare that I have truthfully disclosed to Clubs of Marlborough all information reasonably having a bearing on whether or not the Clubs of Marlborough might employ me. I understand that if I am employed and have withheld any such information or provided false information, my employment may be terminated for that reason alone.

Signed: _____

Date: _____

HUMAN RESOURCES SECTION USE ONLY		
Application received	Date:	<input type="text"/>
Application acknowledged	Date:	<input type="text"/>
Referees' reports requested	Date:	<input type="text"/>
Interview	Date:	<input type="text"/>