

## Application for employment Information for applicants

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### Applying for a position at Blackley's

These notes have been prepared to help you understand our recruitment process.

Thank you for your interest in the position of: (Name position)

Your application has two elements:

1. Application form  
Please complete this in full, either electronically or in hard copy. If you submit an electronic version, you may be asked to sign it later.
2. Your CV and covering letter.

Please send your application to:

Human Asset Manager  
213 Stoney Creek Road  
RD 10  
Palmerston North 4470

or email to:  
[services@blackley.co.nz](mailto:services@blackley.co.nz)

Please mark envelope 'Private and confidential'

### Blackley policy

The Company will assess who they consider to be the best person for the vacant position. This is determined by an assessment of each applicant against the criteria for the position. The key criteria are developed from the position description.

Blackley's are committed to worker training and career development of people who have a positive attitude, good work ethic, and a willingness to learn.

### Applying for a position

Complete the application and self-assessment form and forward this along with your CV and covering letter. You will receive acknowledgement of your application.

If you want to know more about any aspect of the position, or to find out more about a possible career at Blackley's, please contact the Human Asset Manager on 06 356 5557. Also visit our web site at [www.blackley.co.nz](http://www.blackley.co.nz)

### What happens next?

Where an application is being made for an advertised position, all applicants are assessed by the senior management team who will collectively shortlist applicants. If you are unsuccessful in making the shortlist, you will be advised by letter or email, however this can sometimes be at the end of the whole process.

If you are shortlisted you will be contacted to arrange an interview and if appropriate, other tests and assessments. You have the opportunity to be supported at the interview by whanau and/or other group support. Any expenses involved in bringing support persons to an interview are your own responsibility.

### Protecting the privacy of job applicants

When hiring staff Blackley's make sure we protect the privacy of job applicants. We may ask if there is anything that would prevent an employee carrying out the full duties of the job.

We will only contact referees given by an applicant. If the referees are not suitable, we will ask the applicant if they have someone else. Where we need to speak to the applicant's current employer, then we will tell the applicant and get their agreement.

Where a person is not successful in their application for employment at Blackley's, their application, CV, and other supporting documentation will be disposed of.

**Application for Employment Form**

All information you provide on this application and its attachments will be treated as confidential by the Company. The information is collected for the purpose of assessing your suitability for employment at Blackley's.

If your application is successful, this information will be retained on your personal file. If you are not successful in your application, all the information provided to us in this recruitment process will be held for a period of 12 months and will then be appropriately destroyed.

<b>Position applied for</b>			
<b>Name</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Date of Birth</b>	
<b>Email</b>			
<b>Phone</b>	<b>Home</b>		<b>Mobile</b>

**Qualifications**

Qualifications or formal attainments you consider relevant:			
Institution	Qualification Title		Year Passed
<b>Current First Aid Certificate</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>NZQA National Student Number (NSN)</b>

**Please describe any knowledge/skills and experience you possess which may be relevant to the position**


## Employment record

List your current or most recent employer first. Include periods of employment.

<b>Employer name:</b>	
<b>Period of employment:</b>	
<b>Position:</b>	
<b>Description of your role:</b>	
<b>Reason for leaving:</b>	

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<b>Employer name:</b>	
<b>Period of employment:</b>	
<b>Position:</b>	
<b>Description of your role:</b>	
<b>Reason for leaving:</b>	

## Referees

Please provide three referees who are able to comment on your ability to meet the requirements of the positions.

**Your referees will only be contacted after receiving your express permission.**

<b>Name</b>		<b>Relationship</b>		<b>Phone</b>	
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<b>Name</b>		<b>Relationship</b>		<b>Phone</b>	
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<b>Name</b>		<b>Relationship</b>		<b>Phone</b>	
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**Health**

Before you are offered a position at Blackley’s you are require to have a pre-employment medical assessment by the company third party medical provider. This is carried out to assist in determining that an applicant is fit for the role, and to set a baseline on your current health status. Physical attributes are considered under the Pre-employment Screening Procedure.

**Do you presently suffer, or have you suffered in the past, from any medical or physical condition (including OOS or gradual process injury, musculoskeletal) that may affect your ability to perform the functions and responsibilities of the position to an acceptable level?**

Yes  (please provide all relevant details) No

**ACC Claims**

We would also like details of any ACC Claims made in the last five (5) years and details of any time off work.

**Drivers Licence**

All positions within Blackley’s require the driving of vehicles of various classes.

Do you hold a current full New Zealand drivers licence?		Yes	No
If yes, licence number	Version number	<input type="checkbox"/>	<input type="checkbox"/>
Expire date	Classes		

**Background checking**

Blackley’s operate a wide variety of trucks and light vehicles on the road and work in a public environment. Workers are expected to set a good example to other road users. Clients also set high expectations on our company and workers. As part of your application for this role we will need to confirm your identity and conduct. Some background checks including referee checks, confirming your eligibility to work in NZ, your health, checking criminal convictions, drivers licence and drug and alcohol screening is carried out.

A criminal or traffic conviction will not necessarily exclude you from a career opportunity at Blackley’s. If you have any queries about our background checking process, please contact the Human Asset Manager.

## Ministry of Justice Criminal Conviction History and New Zealand Police Information checks

Have you been convicted in a New Zealand Court of Law?

Have you been convicted for any drug and/or alcohol offences in New Zealand?

Do you hold a record with the New Zealand Police?

Yes  (please provide all relevant details)

No

Do you have any criminal, traffic, or transport related convictions charges pending?

Yes  (please provide all relevant details)

No

If you are successfully in short listing you may be asked to complete the following forms:

<ul style="list-style-type: none"><li>• Pre-employment Check – request for ACC claims history</li></ul>	<ul style="list-style-type: none"><li>• Ministry of Justice Criminal Conviction History – Third Party</li></ul>
<ul style="list-style-type: none"><li>• NZ Transport Agency – Driver Check consent</li></ul>	<ul style="list-style-type: none"><li>• Consent for pre-employment drug testing</li></ul>

Please note that minor convictions may be concealed under the Criminal Records (Clean Slate) Act 2004. If you want to know more about what this means for you, check the Ministry of Justice website [www.justice.govt.nz](http://www.justice.govt.nz).

### Identity

If you are a preferred candidate you will need to confirm your identity. Please ensure you will be able to provide documentation of this if required. When requested you will need to show us:

1. Your passport; or
2. Birth certificate; or
3. Drivers licence

### Eligibility to work in New Zealand

To be employed at the Blackley's you must be eligible to work in New Zealand. Please ensure you have the necessary documentation needed to do this as, should you become a preferred candidate, you will be asked to show us that documentation. Some examples of the types of documentation needed are set out below. However, for any advice on documentation or your eligibility to work in New Zealand please contact Immigration NZ.

	Yes	No	Examples of documentation
Are you a New Zealand citizen?	<input type="checkbox"/>	<input type="checkbox"/>	• NZ passport
If not, are you a permanent resident of New Zealand?	<input type="checkbox"/>	<input type="checkbox"/>	• NZ resident visa
Or, do you hold a current New Zealand visa? If so, please provide visa expiration date.	<input type="checkbox"/>	<input type="checkbox"/>	• A non-NZ passport & a current NZ work visa,

### Remuneration

Blackley's remunerate workers for their skills and experienced based on external market rates.

What is your current core wage or salary rate?

### Hours of work

What are you current hours of work?

**Start  
Time**

**Finish  
Time**

### Additional information

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

### Covering Letter and CV

If you have not already provided a copy of a CV and supporting covering letter supporting your application through Trade Me Jobs, please attach copies with this application form

### Declaration

I	Full name
<ol style="list-style-type: none"> <li>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 is sought to establish my suitability for the position that I am applying and that if I do not provide such information then the application for employment may be rejected.</li> <li>2. Authorise any screening processes that Blackley's sees fit to exercise in considering this application. I understand this process may include checking of criminal and medical records and employer references (current employer once permission has been given).</li> <li>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 Blackley's and myself.</li> <li>4. Am not aware of any personal circumstances, medical condition or disability that would limit my ability to adequately perform the role for which I seek appointment.</li> <li>5. Accept that, should my application be successful, the foregoing information will form part of my contract of employment and falsification of any information is grounds for dismissal.</li> <li>6. By returning this application electronically it is acknowledged that I fully agree with the above declaration. Applicants invited to an interview will be required to sign this declaration</li> </ol>	
Signature	Date

If you are applying for a position that is advertised, to help us target our advertising, please tell us where you first heard about the vacancy

Blackley website ( <a href="http://www.blackley.co.nz">www.blackley.co.nz</a> )	<input type="checkbox"/>
Trade Me website ( <a href="http://www.trademe.co.nz/jobs">www.trademe.co.nz/jobs</a> )	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Newspaper (please state)	<input type="checkbox"/>
Radio(please state)	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>

Thank you for helping us by completing this form.