



EMPLOYMENT APPLICATION

- Tineli is a leading manufacturer of custom printed and off-the-shelf cycling clothing. Thank you for your interest in working with us.
- We welcome applications from all people able to fill positions within the organisation. In order to help us appreciate your skills, knowledge and experience please complete this Employment Application Form in full.
- Your application will be dealt with in the strictest confidence, and in the event that references are conducted these will be dealt with discreetly and professionally.
- You will be notified of the outcome of the selection process at the earliest opportunity.
- In the event that your application is unsuccessful your details will be retained for 12 months before being destroyed.

VACANCY INFORMATION

Vacancy Applied For	
Where Did You See This Vacancy Advertised?	<input type="checkbox"/> Tineli website <input type="checkbox"/> Specialist Journal <input type="checkbox"/> Newspaper <input type="checkbox"/> Recruitment Agency <input type="checkbox"/> Internet <input type="checkbox"/> Other (please specify)

PERSONAL INFORMATION

First Name	
Surname	
Preferred Name (if not First Name)	
Address	
Postal Address (if different from above)	
Home Telephone Number	
Cellphone Number	
Email Address	
How would you like us to contact you during the recruitment process? (e.g. email)	<input type="checkbox"/> Email <input type="checkbox"/> Cellphone <input type="checkbox"/> Home Phone <input type="checkbox"/> Other (please specify)
What is your expected wage / salary?	
If your application is successful, when will you be able to start work?	

SECONDARY EDUCATION

Secondary School	Years Attended		Qualifications Obtained	Year Awarded
	From	To		

FURTHER ACADEMIC, PROFESSIONAL OR TRADE QUALIFICATIONS

Please document any further education and courses relevant to your application. Where appropriate you may be required to produce original qualification documents.

Training Institution / Provider	Years Attended		Degrees, Diplomas, Certificates	Year Awarded
	From	To		

MEMBERSHIP OF RELEVANT PROFESSIONAL BODIES & ASSOCIATION

Please list below any professional bodies & associations that you are a member of relevant to your application. Where appropriate you may be required to produce original qualification documents.

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EMPLOYMENT HISTORY Please start with your present / most recent position. Continue on a separate sheet if necessary.

Employer	
Position Title	
Key Duties and Responsibilities	
Date Started	
Date Finished (if applicable)	
Reason for Leaving	

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POSITION REQUIREMENTS

Please tell us why you are interested in this position and provide an overview of your abilities, skills and experience as they relate to the job description. Either write the information here or attach as separate paper(s) to the application form.

ENTITLEMENT TO WORK IN NEW ZEALAND

You may be required to produce original documents

Are you a New Zealand Citizen / Permanent Resident or, an Australian resident who holds a current Australian resident return visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is no, do you have a current work visa / permit for New Zealand?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you hold a work visa / permit please outline which category of visa / permit you have (e.g. Temporary Work, Working Holiday)	
If you do hold a work visa / permit please advise its expiry date	

DRIVER LICENCE

Do you hold a current New Zealand Driving Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is yes, please provide details of the class of licence(s) you hold	
If you have an International Driver's Permit please advise its expiry date	

GENERAL HEALTH

The following information is required to assist Tineli Ltd. to meet its obligations under the Health and Safety in Employment Act 1992 and subsequent amendments, and the Injury Prevention Rehabilitation and Compensation Act 2001. It also helps us assess your ability to perform the duties of the position safely. It is important that you let us know of any health issues or disability that you have that is **relevant** to the role you are applying for – **this will not exclude you from being considered for the position**. Please check the appropriate answer to each question, and provide further detail where necessary.

Do you have any condition that may affect your ability to effectively carry out the functions and responsibilities of the position applied for, or which the tasks of this job may aggravate or contribute to?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you require any assistance or special facilities to effectively carry out the functions and responsibilities of the position applied for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered yes to any of the questions above, please provide further details here:	

REFERENCE CHECKS

Even if this information is included in your CV please provide the names and contact details of three referees who may be contacted for a confidential reference. Where possible **at least two** of these referees should be previous employers and have supervised or been senior to you in your current or most recent employment. Information provided by referees is considered evaluative material under the Privacy Act, and will not be made available to you. **Please asterisk (*)** those references that you would not wish us to contact without your prior approval.

Referee Name	
Referee Phone Number(s)	
Referee Occupation and Organisation	
Referee Address	
Relationship to Referee	

Referee Name	
Referee Phone Number(s)	
Referee Occupation and Organisation	
Referee Address	
Relationship to Referee	

Referee Name	
Referee Phone Number(s)	
Referee Occupation and Organisation	
Referee Address	
Relationship to Referee	

CRIMINAL CONVICTIONS DECLARATION

Our work involves working with confidential client information necessitating the highest levels of trust and integrity in our services and staff.

Have you ever been convicted of a criminal offence (other than a minor traffic offence) in New Zealand or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any criminal charges pending, in New Zealand or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please list criminal convictions below, except those that are subject to the Criminal Records (Clean Slate) Act 2004. Refer to website http://www.justice.govt.nz/privacy/clean-slate.html if you are unsure.		

DECLARATION

Please check the relevant answer to each question below, signing the Declaration at the bottom of this section to confirm your agreement with your responses.

I declare that the answers to the above questions, to the best of my knowledge, are correct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I declare that everything I have told you or given to you in writing in respect of my qualifications and experience is true and complete.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that I am a New Zealand citizen or a New Zealand Resident Permit holder or, an Australian resident who holds a current Australian resident return visa. Alternatively, I hold a current valid visa or permit to work in New Zealand. If employed I will provide a copy of my permit / visa to Tinel Limited.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorise Tinel Limited to contact the referees nominated above, and authorise the referees to release the requested information to Tinel Limited. I agree and accept that all referees reports obtained for the purpose of this application will be confidential to Tinel Limited and will not be made available to me.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I acknowledge that written comments and assessment on my suitability is evaluative material and will not be released to me. Only those immediately involved in the recruitment process will have access to this information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have not deliberately failed to disclose anything that may materially influence Tinel Limited decision to employ me. I understand that if I am employed by Tinel Limited, and any false information was given, or any material fact suppressed during the recruitment process, I may subsequently be dismissed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I acknowledge that if appointed my salary or wages will be direct-credited to my bank account.	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the event that I am unsuccessful in my application for this position, I am happy for my application to be considered for other suitable positions if and when they arise in the future.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name

Signature

Date of Signing

If you are submitting this form via email we will request that you sign this document during our recruitment process – thank you.