



## Job application form

Position applied for.....

Date of application.....

### 1. Your personal details

First name		Last name	
Address			
Home phone		Mobile phone	
Email			

### 2. Drivers licence \* Copy of licence required upon employment

Drivers licence number	
Expiry date	
Classes/ endorsement	
Condition of issue	

### 3. Entitlement to work in NZ (if your application is successful you will be asked to provide evidence)

Indicate your legal status to work in New Zealand: *[Please tick the relevant option that applies to you]*

A New Zealand citizen

A permanent resident

A holder of a current work visa with conditions permitting this employment

Work permit number:

expiry date :

A holder of a student work permit/visa with conditions permitting employment

Work permit number:

expiry date :

### 4. Do you have any prior obligations which may require your absence from work ?

No

Yes. Please specify

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**5. Was your legal age at your last birthday over 16 years?**

Yes

No

**6. General Information**

	Yes	No
Are you prepared to work on weekends? (This club operates every day of the week and every day of the year except for 25 December)		
Have you ever been dismissed from any employment? If yes, please provide details :		
Do you currently have secondary employment?		
Do you have transport arrangements to ensure your attendance at work ?		
Do you have any criminal convictions, not including any concealed under the Criminal Records (Clean Slate) Act? If yes, please provide details :		
Have you been subject to a diversion ordered by the courts ? If yes, please provide details :		
Are you awaiting the hearing of charges in a civil or criminal court of law?		
Do you consent to a Ministry of Justice check if requested as a condition of your employment?		

**7. Medical status**

	Yes	No
Do you have any injuries or medical conditions which may affect your ability to carry out effectively the functions and responsibilities of the position applied for? If yes, please provide details :		
Do you have an injury or medical condition caused by gradual process, disease or infection, e.g. hearing loss, sensitivity to chemicals or repetitive strain injuries, that may be aggravated or further contributed to by the tasks of the position applied for? If yes, please provide details :		
Do you have any allergies and/or reactions to products , that you are aware of, used in the operation and management of the golf course? If yes, please provide details :		
Do you consent to undergo a drug test and/or medical examination if requested as a condition of your employment?		

8. **Your skills ..... or a cover letter and CV is attached ( tick)**

What skills and experience do you have that are relevant to this position? Or attach a CV	
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9. **Your interests:** Please outline your interests/sport/recreation/community activities and any achievements outside of work , you may have accomplished in the last 5 years.

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10. **Education – outline your education and training qualifications**

Name of education/training facility	Qualifications and training

**11. Employment history**

*\*Please attach a CV if you have one*

Tick the relevant box :  Currently employed

Currently not employed

a. Current employment

Name of Present Employer	
Address of Employer	
Month/date you first started	
Position title	
Main duties and responsibilities	

b. Previous employment #1

Previous employer	
Address of employer	
Period of employment	
Position title	From _____ to _____
Main duties and responsibilities	

c. Previous employment #2

Previous employer	
Address of employer	
Period of employment	
Position title	From _____ to _____
Main duties and responsibilities	

12. **Referees** – please provide names and contact details of 2 work referees we could contact. This can be provided at the interview if you are shortlisted.

Name and their role in the company	Contact phone	Their relationship to you at work Eg. manager/ team leader

**13. Consent to work references**

For the purposes of reference checking I give my consent for Redwood Park Golf Club to contact and obtain information about me from my nominated work references for the purpose of ascertaining my suitability for employment at Redwood Park Golf Club . ( please tick your answer )

Yes

No

Signature ..... Date .....

**14. Starting date**

When are you available to begin employment with Redwood Park Golf Club?

**15. Declaration**

I ..... (full name)

- declare that to the best of my knowledge, the statements made in this application and in any Curriculum Vitae enclosed are true and complete and that I am not aware of any conditions or situations which may affect my ability to carry out the functions and responsibilities of the position applied for.
- I authorise any screening processes that Redwood Park Golf Club see fit to exercise in considering this application. I understand this process may include verifying previous employer references and checking of criminal and medical records.
- I understand that if any false or misleading information has been given, or I have omitted any important information, I may be disqualified for appointment, or if appointed, this may lead to the termination of my employment.
- I also understand that should I be successful with my application, that information gained during the course of employment will form part of my contract of employment and is treated confidentially, and will not be communicated to other individuals or organisations.
- I understand that any offer of employment does not constitute an employment agreement until a separate agreement has been evidenced in writing and signed by Redwood Park Golf Club management and myself.

Signature ..... Date.....

**Thank you for applying for a position with Redwood Park Golf Club**