



1b Industrial Place, Queenstown
Email: office@cougargroup.co.nz

Application for Employment

This is an application for employment with Cougar Group Limited. Should that application result in an employment arrangement it will form part of an Employment Agreement. The application form is a source of information, which will assist us in considering your suitability for the position for which you are applying. If successful in obtaining employment, such information requested will form part of the Companies personnel records. Failure to supply the required information may prejudice the companies' ability to determine your suitability for the position.

You are entitled to access this information upon request to Cougar Group Limited. This information is currently held at 1b Industrial Place, Queenstown.

What position are you applying for? _____

Personal Information

First Names: _____ Surname: _____

Are you know by any other name(s): _____

Date of Birth: _____ Place of Birth: _____

Address: _____

Phone Home: _____ Work: _____ Mobile: _____

Email: _____

(A copy of your Birth Certificate may be required if employment is offered to you)

Work Status

Are you a New Zealand Citizen? Yes / No

Do you have the right of permanent residence in New Zealand? Yes / No

Do you have a work permit? Yes / No

You will be required to provide evidence of your entitlement to work in NZ (ie. production of a work permit or residency papers)

Days/Hours Available

Please indicate what days/hours you would be available to work should your application be successful

Monday: Yes / No

Tuesday: Yes / No

Wednesday: Yes / No

Thursday: Yes / No

Friday: Yes / No

Saturday: Yes / No

Sunday : Yes / No

Hours Available: from _____ to _____ **OR** any days/hours available (circle if appropriate)

Should you be successful will this be your full time employment: Yes / No

If no, please indicate where you other employment is and number of hours working: _____

Education

Please Note: You are not required to complete the following sections if you are submitting a CV containing the information requested.

Name of School/Technical Institute/ Dates Attended/University, etc From To Qualifications Obtained

Employment Record

List your current or most recent employer first. Include periods of employment, travel and full-time study. (For further employment records, please continue on a separate sheet.) Details may be shown on an attached CV.

Current/Past Employer: _____
Period Employed: From: _____ To: _____
Position: _____
Reporting to: _____
Responsible for: _____
Reason for Leaving: _____

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Period Employed: From: _____ To: _____
Position: _____
Reporting to: _____
Responsible for: _____
Reason for Leaving: _____

Trade/Occupational Qualifications and Experience

Do you have any qualifications relevant to the position for which you are applying: Yes / No

If so, give details: _____

Please describe any knowledge/skills and experience you possess which may be relevant to the position for which you are applying: _____

Referees

You are required to provide at least two referees, preferably from your most recent employment. If you have not been in previous employment character referees are sufficient.

Name of Person to Contact: _____

Relationship to you: _____

(Employer/Colleague/Neighbour/Friend) Phone Number: _____

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Relationship to you: _____

(Employer/Colleague/Neighbour/Friend) Phone Number: _____

I consent to Cougar Group Ltd seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information sought to be released for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by Cougar Group Ltd is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Signature: _____

Date: _____

Personal Interests/Hobbies

Health Issues

If necessary you may be required to undergo a pre-employment medical check, the costs of which will be met by the company

Do you have any known health condition of any kind, which may affect your ability to effectively carry out the functions and responsibilities of the position applied for? Yes / No

If Yes, give details: _____

Have you suffered any injury or illness that may affect your ability to effectively carry out the physical requirements, functions and responsibilities of the position applied for (eg, a previous back injury, carpal Tunnel, Tennis Elbow or other repetitive strain injury)? Yes / No

If Yes, give details: _____

Are you on any medication which may affect your performance in the position that you have applied for? Yes / No

If Yes, give details: _____

Drivers Licence

Do you hold a current full New Zealand Driving Licence? Yes / No

If Yes, Number: Class: _____

Expiry Date: _____

No. of Demerit Points: _____

Has your Driver Licence been cancelled or suspended within the last five years? Yes / No

Is there any matter pending which could affect the status of your Driver Licence? Yes / No

Have you had any automotive insurance claims in the past 5 years that could affect you being insured? Yes / No

General

Have you had any criminal/driving convictions within the last five years? Yes / No

If Yes, give details: _____

Do you consent to a records search of the Wanganui Computer being completed and supplied to as part of this application (form attached)? Yes / No

Are you currently awaiting the hearing of any criminal charges? Yes / No

Are you prepared to work extra hours as and when required? Yes / No

Are you prepared to travel and stay away from home overnight if required? Yes / No

Are you prepared to work flexible hours if required? Yes / No

Can you give people clear and precise directions? Yes / No

Additional Information

If this application is unsuccessful, do you consent to having your details held on file for a period of 6 months to be assessed for suitability of other vacancies that may arise if appropriate? Yes / No

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

Declaration

I, _____

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 form is sought to establish my suitability for the position that I am applying and that if I do not provide such information then this application for employment may be rejected.
2. Authorise any screening processes that Cougar Group Ltd sees fit to exercise in considering this application. I understand this process may include employer references and checking of criminal and medical records.
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 the Cougar Group Limited and myself.
4. Am not aware of any personal circumstance, medical condition or disability that would limit my ability to adequately perform the role for which I seek appointment.
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.
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.

Signature: _____

Date: _____