

Ports of Auckland Limited

Application Form

Please attach the following to be considered for any roles within POAL:

- CV
- Proof of Work Entitlement in New Zealand
(If this is not provided your application will not be processed)
 - NZ/Australian Passport; OR
 - Visa and Passport Photo Page; OR
 - Birth Certificate and some form of photo ID (i.e. Drivers Licence)

Name

Preferred Name

Position Applied For

(Or type of work interested in)

Date

The information collected in this form will be used to assess your suitability for employment with Ports of Auckland Limited.

Please note:

- All information given will be treated as confidential. No enquiries will be made without your permission.
- The completion of this form does not indicate that there is any obligation on the part of the Company to engage the applicant.
- Any offer of employment will be subject to a satisfactory full health assessment (including a Drug and Alcohol test), Criminal Records Check and Reference Checks.

If my application is unsuccessful, I authorise the Company to retain the information should there be future opportunities for which I might be considered: Yes No

If you have answered "No" above, this application and any other personal information supplied as part of this application, will be destroyed.

Please be aware that if you are successful in obtaining employment with POAL, the company is required by legislation to provide the Inland Revenue Department with your contact details; including full name, address information and date of birth.

PERSONAL INFORMATION

First Name		Last Name	
Address		Suburb	
City	Postcode	Mobile Phone	
Home Phone		Email	

WORK ENTITLEMENT IN NEW ZEALAND

Please attach relevant documents as per below. Please ensure that proof of eligibility to legally work in NZ is included. If you are providing a birth certificate, please ensure a form of photo ID is attached as well. Drivers Licences will not be accepted as proof of eligibility to legally work in NZ.

- New Zealand/Australian Passport; **OR**
 New Zealand Work Visa and Passport Photo Page; **OR**
 New Zealand/Australian Birth Certificate **AND** Photo ID (i.e. Drivers Licence)

QUALIFICATIONS AND TRAINING

Please detail the highest level of education/qualification obtained:

Please detail any other relevant qualifications obtained:

EMPLOYMENT HISTORY

- As per attached CV

Name of Employer		Position Held	
Duties and Responsibilities			
Dates From		Dates To	
Reason for Leaving			
Name of Employer		Position Held	
Duties and Responsibilities			

Dates From		Dates To	
Reason for Leaving			
Name of Employer		Position Held	
Duties and Responsibilities			
Dates From		Dates To	
Reason for Leaving			

WORK RELATED REFERENCES x 2

Company Name			
Name of Referee		Position	
Relationship			
Phone Number			
Company Name			
Name of Referee		Position	
Relationship			
Phone Number			

AUTHORITY AND DECLARATION

I consent to Ports of Auckland Limited seeking verbal or written information about me from my previous employers (including the referees nominated above) on a confidential basis. I authorise the information sought to be released by them to Ports of Auckland Limited, for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Ports of Auckland Limited is supplied in confidence as evaluative material and will not be disclosed to me.

Signature	
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PLEASE TICK WHERE APPROPRIATE

Have you worked in this company or an associated company before?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please give details				
Where		Position Held		
Do you know anyone currently employed by the Company?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please give details:				
Do you have a current NZ driver's licence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, which classes

Have you ever been convicted of a criminal offence (including traffic related offences) other than parking offences or a conviction deemed not to exist under the provisions of the Criminal Records Clean Slate Act 2004?

Yes

No

If yes, please give details

HEALTH

Many positions at the Port may include heavy lifting, working at extreme heights and confined spaces, and/or other strenuous conditions. Please tick where appropriate:

Do you have any health related issues that may impact on your ability to perform tasks associated with the position you are applying for?

Yes

No

If yes, please give details

In your past employment have you been exposed to the following:

Loud Noise

Yes

No

Asbestos

Yes

No

Heavy Metals (e.g. iron, manganese, aluminium, mercury)

Yes

No

Solvents

Yes

No

Skin Irritants

Yes

No

Infectious Materials

Yes

No

AUTHORITY AND DECLARATION

I authorise any medical practitioner, hospital or WorkAon Accident Rehabilitation and Compensation Insurance Corporation, Business Health Services Ltd or any other person or institution that holds medical information about my health, to disclose some or all of its information to Ports of Auckland Limited, as may be deemed necessary in connection with my suitability of employment.

Signature

Sign here

PERSONAL DECLARATION

I declare to the best of my knowledge, the information I have provided in this application form and my CV is true and correct. I understand that any false or misleading information, or if I suppress any information, may, if I am employed, lead to my termination of employment. I authorise by signing below POAL to hold the information on this form and my CV for the purpose of assessing my suitability for employment. If I am successful in obtaining a position, I also authorise POAL to hold this form, my CV and any other personal information collected during my employment for the duration of my employment and for a reasonable period after ceasing with the Company. I understand that I have the right of access to most of this personal information and I can request the company to correct any information I believe is incorrect.

Signature

Sign here