

APPLICATION FOR A MANAGERIAL POSITION

Personal Details

Position applied for:	
Surname:	
First names:	
Current address:	
Post code:	
Telephone:	Home:
	Mob:
Email address:	

Education Details

Qualification/skill	
Date and place achieved	
School/college/tech/university	
Dates	From: To:
Standards attained/qualifications	

Qualification/skill	
Date and place achieved	
School/college/tech/university	
Dates	From: To:
Standards attained/qualifications	

Employment History

Please fill out the employment history section with your recent/current job first. Please fill out the following details for your three most recent positions. Please note we will require full reference checks, these will not necessarily be the name of the advocates you put forward.

Employer		
Address		
Dates	From:	To:
Position held		
Reason for leaving		
Rate of pay	Starting rate:	Ending rate:
Main duties and responsibilities		
What were your greatest achievements while in this position?		
Failures and/or mistakes, you experienced and what you learned from them?		
What you liked the about the role?		

What you liked least about the role?	
Supervisors details	Name: _____ Contact number: _____
What your supervisor would say your strengths are?	
What your supervisor would say your weaknesses are?	
I give Backdoor permission to contact the supervisor from this position if required as part of my reference check. DO NOT sign if you do not give permission.	
Date: _____	Signature: _____
Please answer the following questions if the position you held was a management position.	
Describe the performance of the team you inherited.	
What changes did you make as a manager to improve the team's performance?	
What style of manager would your employees say you were?	

Employer	
Address	
Dates	From: _____ To: _____
Position held	
Reason for leaving	
Rate of pay	Starting rate: _____ Ending rate: _____
Main duties and responsibilities	
What were your greatest achievements while in this position?	
Failures and/or mistakes, you experienced and what you learned from them?	
What you liked the about the role?	
What you liked least about the role?	

Supervisors details	Name:	Contact number:
What your supervisor would say your strengths are?		
What your supervisor would say your weaknesses are?		
I give Backdoor permission to contact the supervisor from this position if required as part of my reference check. DO NOT sign if you do not give permission.		
Date:		Signature:
Please answer the following questions if the position you held was a management position.		
Describe the performance of the team you inherited.		
What changes did you make as a manager to improve the team's performance?		
What style of manager would your employees say you were?		

Employer	
Address	
Dates	From: _____ To: _____
Position held	
Reason for leaving	
Rate of pay	Starting rate: _____ Ending rate: _____
Main duties and responsibilities	
What were your greatest achievements while in this position?	
Failures and/or mistakes, you experienced and what you learned from them?	
What you liked the about the role?	
What you liked least about the role?	

Supervisors details	Name:	Contact number:
What your supervisor would say your strengths are?		
What your supervisor would say your weaknesses are?		
I give Backdoor permission to contact the supervisor from this position if required as part of my reference check. DO NOT sign if you do not give permission.		
Date:		Signature:
Please answer the following questions if the position you held was a management position.		
Describe the performance of the team you inherited		
What changes did you make as a manager to improve the team's performance?		
What style of manager would your employees say you were?		

Referees

(Please provide latest employer and at least one previous employer)

Name	
Title	
Relationship to applicant	
Telephone	Bus: Mob:

Name	
Title	
Relationship to applicant	
Telephone	Bus: Mob:

Name	
Title	
Relationship to applicant	
Telephone	Bus: Mob:

Competitive Advantage

Briefly outline why you would be the best person for this position:

General Information

(Please Circle)

Are you a New Zealand citizen? Y N

If no, do you have the right to work in New Zealand? Y N

Do you have a work permit? Y N

If yes, when does it expire? _____

Have you ever been convicted of a criminal offence? Y N

If so, give brief details: _____

Have you ever been arrested or tried for a criminal offence, had a criminal conviction, or are you currently before the court or awaiting a hearing or outcome?

Y N

If so, give brief details: _____

Have you ever been dismissed from any previous employment?

Y N

If so, give brief details: _____

Have you ever been the subject of an accusation and/or investigation for dishonesty by a previous employer?

Y N

If so, give brief details: _____

How many days have you missed from work/school over the past year other than approved holiday/sick/disability leave? _____

How many days have you been late to work/school over the past year other than approved holiday/sick/disability leave? _____

What class of driving licence do you have? _____

Do you have any demerit points? Y N

If so, how many? _____

What transportation arrangements do you have to attend your place of work?

Do you know any person currently employed by this company?

Y

N

If so, give brief details: _____

If you are offered a position, when is the earliest you could commence?

What is the minimum hourly rate you will accept? _____

What days & hours are you available to work? _____

What is your level of skate hardware knowledge?

None

Basic

Confident

Experienced

What is your level of surf hardware knowledge?

None

Basic

Confident

Experienced

Other Interests – Please list any Hobbies/Sporting Interests:

Medical Information

Have you ever suffered from an injury at work that required you to take time off?

Y N

If so, give brief details: _____

Do you have any illness or injury that might prevent you from performing your work?

Y N

If so, give brief details: _____

Are there any special services or facilities we need to provide to enable you to carry out the work duties?

Y N

If so, give brief details: _____

Have you ever taken more than 5 days absence due to your own illness in the last 12 months?

Y N

Do you smoke?

Y N

Declaration:

I declare that the information provided in my job Application Form is to the best of my knowledge a true and correct record. I consent to the company seeking verbal or written information on a confidential basis about me, from representatives of my previous employers and/or referees, and I authorise the information sought to be used by the company for the purpose of ascertaining my suitability for the position for which I am applying.

I authorize this company, if applicable, to request a copy of my credit and qualifications record, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. I will be notified as to the nature and scope of such investigations. I hereby agree if required, to submit to any drug/alcohol test required of me. I understand that the information received by the company is supplied in confidence as evaluative material and will not be disclosed to me.

Have you read the Job Position Description?

Y N

Applicant's signature:

Date: