**APPLICATION FOR EMPLOYMENT WITH URBAN SOUL**

**POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please answer every section of this two page form. With each application you must include a copy of your full Curriculum Vitae (if not previously supplied), this application form and contact details for three referees, as the information provided is essential to our decision. You do not need to resend CV and cover letter if they have already been provided. If your application is successful, the information you have provided will form part of Urban Soul’s Human Resource records. If unsuccessful, it will be retained for up to 12 months and then destroyed.

# **PERSONAL DETAILS**

**Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**

**Email:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you a Karaka local?** Yes / No

**Mobile:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How would you travel to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **ENTITLEMENT TO WORK IN NEW ZEALAND**

Are you currently a Student with Student Loan/Allowance work restrictions? **Yes / No**

Are you a New Zealand Citizen/Permanent Resident or Australian Citizen? **Yes / No**

If not, do you have a current Work Permit **Yes / No** **Expiry date**

**Note: If successful in your application, you are required to have the appropriate work permit prior to commencement of work**

# **ROSTER & AVAILABILITY**

Please complete the chart below to indicate your availability. Rosters are sent out by managers weekly in advance.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** | **SUN** |
| **TRADING HOURS** | 7am – 9pm (last booking) | 7am – 9pm (last booking) | 7am – 9pm (last booking) | 7am – 9pm (last booking) | 7am – 9pm (last booking) | 8am – 9pm (last booking) | 8am – 9pm (last booking) |
| MORNING |  |  |  |  |  |  |  |
| EVENING |  |  |  |  |  |  |  |

What is the minimum and maximum hours of work you’re looking for each week? **Minimum \_\_\_\_\_\_\_\_\_ Maximum \_\_\_\_\_\_\_\_\_\_**

If successful, when would you be able to commence work? \_\_**\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_**

# **HEALTH AND SAFETY**

The following information is required to assist Urban Soul 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, and to 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. If you require special services or facilities, and it is reasonable for Urban Soul to supply these, then we will work to accommodate you. **Letting us know that you have a medical condition or disability will not exclude you from being considered for the position.**

Do you suffer from or have you suffered from any injury or medical condition caused by gradual process, disease or infection (eg gradual process injury, back injury or strain, hearing loss, sensitivity to chemicals), which the tasks of this job as listed in the job description may aggravate or contribute to?  **Yes / No**

If “Yes” please provide details:

Have you any other injury or medical condition which may affect your ability to effectively and safely carry out the functions and responsibilities of this position? **Yes / No**

If “Yes” please provide details. Also detail any technical aids, equipment or adaptations to the workplace that would increase your ability to perform the requirements of the role.

# **CRIMINAL OFFENCES**

Those working within Urban Soul are placed in positions of trust. Urban Soul therefore requests that you answer the following questions.

Have you been convicted or discharged without conviction as a result of criminal charges in New Zealand (excluding those convictions protected from disclosure by the Criminal Records (Clean State) Act 2004) or any other Country? **Yes / No**

Are there any charges pending against you? **Yes / No**

If you answered “Yes” to either or both of the above questions, please provide details:

**Note: For certain positions, other checks may be made before the preferred candidate will be offered the** **position. This will be done with the consent and full knowledge of the candidate.**

# **DECLARATION & REFERENCE CHECKING**

For the purposes of reference checking I give my consent for Urban Soul to communicate and obtain information about me from those included in my Curriculum Vitae in order to confirm my qualifications/experience.

I declare that the above information and any attachments that I have provided to Urban Soul in applying for this position are complete, accurate and correct, and I have not omitted any information that would affect the decision to employ me.

I understand that if I am successful in my application and it is subsequently discovered that information I have provided is not complete, accurate and correct or I have failed to disclose information, my employment may be terminated.

**Signature** **Date**