

APPLICATION FOR EMPLOYMENT



POSITION:

PLEASE RETURN TO:
The People Team
Southern Hospitality Ltd, P O Box 425, Dunedin
EMAIL: people@southernhospitality.co.nz

LOCATION:

We accept emailed applications with scanned or typed signatures

Please answer every section of this two-page form. With each application you must include a covering letter, a copy of your full Curriculum Vitae (if both not previously supplied), an 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 Southern Hospitality Ltd's Human Resource records. If unsuccessful, it will be retained for up to 12 months and then destroyed.

PERSONAL DETAILS

Family Name:

First or Given Names:

Preferred Name:

Title: Miss/Ms/Mrs/Mr

Full Postal Address:
City

Postcode

Country

Email:

(Address we may contact you on)

Daytime Phone No: **Home Phone No:**

Mobile:

Current drivers licences held:

If your application is successful, when can you start/current notice period?

LEGAL ENTITLEMENT TO WORK IN NEW ZEALAND

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

Do you give us permission to verify your visa? Yes/No

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

HEALTH AND SAFETY

The following information is required to assist Southern Hospitality to meet its obligations under the Health and Safety at Work Act 2015 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 Southern Hospitality 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 CONVICTIONS

Those working within Southern Hospitality are placed in positions of trust. Pre-employment criminal vetting will be required for the preferred candidate. Information obtained may result in the retraction of any offer of employment albeit verbal or written or the termination of employment.

Southern Hospitality 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:

REFERENCE CHECKING

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

If this information is not shown on your CV, please supply details of two people we may contact: -

BEHAVIOURAL ANALYSIS TESTING

Pre-employment behavioural analysis testing will be required for certain positions, before the preferred candidate is offered the position. Instructions will be emailed to you in order to complete this 10-15-minute report.

DECLARATION

- I declare that the above information and any attachments that I have provided to Southern Hospitality 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.

EVALUATIVE MATERIAL:

- I acknowledge that written comments and assessment on my suitability is evaluative material and will not be released to me. Only those immediately involved in the recruitment process will have access to this information.

Signature _____

Date _____

NOTES TO APPLICANTS

Should Southern Hospitality wish to offer you the position, a formal written letter of offer will follow interview, verbal discussions, favourable application for employment declaration form, two encouraging referee checks, positive results of a behavioural analysis test and completion of third party criminal conviction request.