



# Registration for Employment

## Personal Information

Date: ...../...../.....

First Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
 Known as: \_\_\_\_\_ Date of birth(optional): ...../...../.....  
 Address: \_\_\_\_\_ Home: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Town: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would you like to receive our e-newsletter? Yes  No

## Location Preferences – where do you want to work?

Any  Rangiora  Kaiapoi  Christchurch  Other.....

## Availability – when are you available to work?

Any Day  Mon  Tues  Wed  Thur  Fri  Sat  Sun  
 Full Time  Part Time  Casual  Temporary  Permanent  
 Day shift  Evenings  Nights Minimum Hourly Rate \$ \_\_\_\_\_

If successful for any assignment, are there any limitations that may affect your availability for work? e.g. study, sport or children commitments: \_\_\_\_\_

## Licences and Endorsements

(Please produce for sighting)

Do you have transport?  Yes  No Form of transport? \_\_\_\_\_  
 Do you currently hold a drivers licence?  Yes  No Licence Expiry: \_\_\_\_\_  
 Full  Restricted  Learner (Please circle class) 1 2 3 4 5 6 F W T R P D  
 Do you currently hold a Site Safe Certificate?  Yes  No Expiry Date: \_\_\_\_\_  
 Do you currently hold an Forklift OSH Certificate?  Yes  No Expiry Date: \_\_\_\_\_  
 Do you have safety gear?  Steel cap boots  Hi Vis Vest  Other.....

<u>Your consultant to complete:</u>	On File	
Preferred Role: .....	CV	
.....	Licence	
.....	OSH	
.....	Visa/PP	

**About You:**

How motivated are you to find work?      High    5       4       3       2       1       Low

What do you consider to be your skills? \_\_\_\_\_

What is your greatest achievement? \_\_\_\_\_

What other agencies are you registered with? \_\_\_\_\_

Industries you would like to work in? \_\_\_\_\_

Industries you would not like to work in? \_\_\_\_\_

**Employment History**

Are you currently employed?       Yes     No      How much notice is needed?

Date from: _____	Date to: _____
Current/Most Recent Employer: _____	
Position Held: _____	
Responsibilities: _____	
Reason for Leaving: _____	

Date from: _____	Date to: _____
Previous Employer: _____	
Position Held: _____	
Responsibilities: _____	
Reason for Leaving: _____	

Date from: _____	Date to: _____
Previous Employer: _____	
Position Held: _____	
Responsibilities: _____	
Reason for Leaving: _____	

**Specialised Skills:**

(Please state any equipment/software that you have had training/experience in.)

\_\_\_\_\_

\_\_\_\_\_

**Education/Qualifications:**

Date from:      Date to:      Institution/Provider:      Qualification(s) gained:

Date from:	Date to:	Institution/Provider:	Qualification(s) gained:



**How did you hear about us?**

- |   |                                    |                                      |
|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Northern Outlook                   | <input type="checkbox"/> The Press | <input type="checkbox"/> Our Website |
| <input type="checkbox"/> Previously Registered              | <input type="checkbox"/> Walk By   | <input type="checkbox"/> Internet    |
| <input type="checkbox"/> Yellow / White Pages               | <input type="checkbox"/> WINZ      | <input type="checkbox"/> Other.....  |
| <input type="checkbox"/> Word of Mouth ( <i>who</i> ) ..... |                                    |                                      |

**Work References**

(Please list current and/or previous employers within the last three years)

Company Name: _____		
Referee Name: _____		
Referee Position: _____		
Relationship to you: _____		
Phone: _____	Mobile: _____	Fax: _____
E-mail: _____		

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Referee Name: _____		
Referee Position: _____		
Relationship to you: _____		
Phone: _____	Mobile: _____	Fax: _____
E-mail: _____		

Referees to be supplied

I,.....agree that you may collect information about me from any source which relates to my application for employment. This form is an authority for those people contacted to disclose any appropriate information required by Elevate. I understand the information gathered about me is for evaluation purposes only, and that it will be held in confidence and will not be available to me.

I declare that all information given by me and any attached documents are true, complete and correct. I understand if it is found that I have misrepresented myself or suppress any information, should I have been given employment, this could lead to my contract being terminated. I agree to promptly notify Elevate if any of the information supplied changes.

Signed.....Date.....

Elevate .....Date.....



**WINNER** OF THE 2014  
PROFESSIONAL SERVICE AWARD