

WILDLAND CONSULTANTS

Instructions for Applications

Thank you for your interest in Wildland Consultants.

The information you provide on this application form will be used to consider your suitability for a position. You should ensure that the information you provide is full and accurate.

All the information provided will be treated confidentially and will only be released in accordance with the authorisation you provide on this form.

If your application is successful, the information on this application will form part of your personnel records. You are entitled to access the information on your personnel record upon request. Unless you consent to us retaining the information on your application, we will destroy all information relating to unsuccessful applicants.

If you are unsuccessful in securing a position immediately, we will retain your application (unless otherwise advised) for consideration for other positions in your interest area when they become available.

Applying for a Vacancy

To apply, applicants must be legally entitled to work in New Zealand under current immigration legislation. If you are unsure of your entitlement to work in New Zealand, we refer you to the website <http://www.immigration.govt.nz>.

- Applicants must be available for an immediate interview if selected.

Email applications to: jobs@wildlands.co.nz

Application for Employment

The information collected in this form is for the purpose of assessing your suitability for employment by Wildland Consultants.

Note: Completion of this form does not indicate that there is any obligation on Wildland Consultants to engage the applicant.

Position/s of Interest:

Date:

For Office Use Only

Section One - Personal Information *(Please Print)*

First Name(s):

Surname:

Preferred Name:

Are you known by another name? **Yes** **No**

If yes, what other name(s) are you known by? First Name(s): Surname:

Residential Address:

Postal Address (if different from above):

Contacts: Home: Work:

Cell: Email:

Section Two - Legal Work Status

If you are not a New Zealand citizen, do you have the right of permanent residence or a work permit? If so, when does it expire? **Yes** **No or N/A**

(It will be necessary to produce your passport for verification)

Are you an assisted immigrant under bond to the New Zealand Government or any other employer? **Yes** **No or N/A**

If yes, do you have authority to accept other employment? **Yes** **No or N/A**

Section Three - Drivers Licence or Convictions

Do you have a current drivers' licence? **Yes** **No**
If yes, No: Class(es): Demerit Points:

Do you consent to Wildland Consultants performing a driver check through the Land Transport Safety Authority? **Yes** **No**

Do you consent to the release of private information from the Ministry of Justice on the Wanganui Computer to Wildland Consultants? **Yes** **No**

As you are applying for a position of trust have you ever been convicted of a criminal offence, driving offence or are you currently awaiting the hearing of charges in a civil or criminal court of law? *See notes re Criminal Records Act 2004 attached **Yes** **No**

If yes, give brief details:

Section Four – State of Health & Medical Testing

Do you have, or have you suffered from, a physical or mental impairment or condition which may affect your ability to perform the tasks of this position? **Yes** **No**

Have you suffered an injury or illness which may be aggravated or further contributed to by the tasks of this job? **Yes** **No**

If yes to either please provide details:

Have you had a work-related personal injury within the last two years of your employment that has resulted in an ACC claim? **Yes** **No**

If yes please give details:

Please indicate how many days absence you have had due to sickness (which is unrelated to a disability) in your last 12 months of employment.

If you are short listed for the position, do you agree to undergo a medical examination, which may include a drug or alcohol test, should the company consider it relevant to the position. **Yes** **No**

If yes, do you consent to the results of the tests and/or examination being disclosed/released to Wildland Consultants. **Yes** **No**

Wildland Consultants has a policy requiring employees to submit to reasonable cause and/or post accident alcohol and drug testing in some circumstances. If you are employed, do you consent to reasonable cause and/or post accident alcohol and drug testing. **Yes** **No**

Section Five – Qualification and Skill *(start with your present or most recent position)*

Institution: **Year of completion:**

Course/Subjects: Pass Level:

Institution: **Year of completion:**

Course/Subjects: Pass Level:

Institution: **Year of completion:**

Course/Subjects: Pass Level:

Institution: **Year of completion:**

Course/Subjects: Pass Level:

Institution: **Year of completion:**

Course/Subjects: Pass Level:

Do you authorise the Wildland Consultants to contact these education institutions to verify your stated qualifications or courses attended? **Yes** **No**

Please describe the skills and experience, (e.g., Computer skills, technical skills) you consider are relevant to your application (excluding formal qualifications).

Section Six - Employment History *(start with your present or most recent position)*

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

For the purposes of compliance with the Privacy Act 1993, do you consent to **Yes** **No**
contacting these employers for the purposes of reference checking?

Referees: Please give details of three referees who may be contacted. Preferably two work-related referees and one personal referee.

Name: _____ Address: _____

Phone No: _____ Occupation: _____

Name: _____ Address: _____

Phone No: _____ Occupation: _____

Name: _____ Address: _____

Phone No: _____ Occupation: _____

I consent to Wildland Consultants seeking verbal or written information about me on a confidential basis from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Wildland Consultants for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by Wildland Consultants is supplied in confidence as evaluative material and will not be disclosed to me.

Yes **No** If yes, signature: _____ Date: _____

Section Seven - Interests

Membership of Business, Professional or Trade Organisations:

Name of Organisation:

Office held (*if any*):

.....

Hobbies/Interests: (*list your hobbies and interests*)

.....

Section Eight – Why?

Why would you like to work for?

If your application is successful, when could you start work?

What is your current salary/wage?

What is your expected salary/wage?

.....

Please add here any additional information you wish to support your application.

Section Nine – Database of Prospective Employees

I (*Full name*) consent to Wildland Consultants retaining the information contained in/attached to this application and keeping my name on the Wildland Consultants database of prospective employees for the purpose of contacting me should I not be employed in this instance.

Signature: _____ Date:

Section Ten - Declaration

I (*Full name*) declare that to the best of my knowledge, the answers to the questions in this application are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also certify that I have read and understood the information contained within the statement of rights and accept these conditions should I be offered employment with Wildland Consultants.

Signature: _____ Date:

Section Eleven - Statement of Rights

I _____ (Full name) acknowledge that:

1. I will be required to wear appropriate protective clothing and equipment supplied by the Company.
2. I will be required to abide by the Company Safety Rules and Regulations and all relevant safety legislation which is applicable to Wildland Consultants.
3. I may be required to perform duties, which are not normally part of the job that I am offered and I may be required to undergo training to allow me to do so.
4. I may be required to work anywhere on the basis of commonsense, safety and training.
5. I may be expected to stay away to carry out field work. In some cases, the accommodation may be sub-standard. For example, in backcountry huts and shearer quarters.
6. I may be required to work in areas and branches other than the one in which I was initially employed.
7. For the purpose of safeguarding the Company's and the employees' property, the Company reserves the right to examine the contents of any package, baggage or vehicle when I am entering or leaving the company premises. I must get written permission from an authorised officer of the Company before removing any Company property from the premises.
8. Part of my normal work duties may include the cleaning of work areas and facilities used by myself.
9. I will be required to comply with all Company policies and procedures, which may vary from time to time.
10. If employed I understand that both during my employment and thereafter to keep confidential the technical processes, designs and procedures of the Company.

Signature: _____ Date: _____

Criminal Records (Clean Slate) Act 2004

What does this law do?

The "clean slate" law helps you put your past behind you by giving you the right, in some circumstances, to withhold information about your convictions. To do so, you have to meet a range of conditions to do with your conviction history. However, youth court outcomes, infringements, and overseas convictions are not "convictions" under the clean slate scheme, so are not included when weighing up whether you qualify for a "clean slate".

The Criminal Records (Clean Slate) Act 2004 came into force on 29 November 2004.

What conditions do I have to meet?

You must meet all conditions in section 7 of the Act (summary is set out below) before your convictions can be withheld. The Act should be consulted for full information.

You must have:

- no convictions within the last 7 years
- never been sentenced to a custodial sentence e.g imprisonment, corrective training, borstal;
- never been ordered by a Court following a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced;
- not been convicted of a "specified offence" (e.g sexual offending against children and young people or the mentally impaired);
- paid in full any fine, reparation, or costs ordered by the Court in a criminal case;
- never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

How do I know if I meet the conditions?

The Act creates an automatic scheme – therefore, it is not necessary to apply for a "clean slate".

You can request a copy of your criminal record from the Privacy Assistant of the Ministry of Justice to see if you meet the conditions. If you are eligible under the scheme your convictions will be concealed. If your conditions remain on your criminal record, you do not meet the eligibility conditions.

You can get information about obtaining a copy of your criminal record and an application form from:

- (a) the Ministry of Justice website – www.justice.govt.nz
- (b) your local court; or
- (c) by writing to: The Privacy Assistant

Ministry of Justice, National Office
PO Box 2750
Wellington