



REGISTRATION

Please note: The completion of this form does not indicate any obligation on the company to employ the applicant.

PLEASE PRINT CLEARLY

PERSONAL DETAILS

Name _____ Date _____

Address _____

Home Phone No _____ Mobile No _____

Email _____

Date of Birth _____ Own Transport Yes/ No _____

Drivers Licence (please circle) Learners / Restricted / Full / Other (please state) _____

OPTIONAL INFORMATION

Marital Status _____ Dependents _____

Iwi Affiliations _____

WORK DETAILS

Hours you wish to work (please circle) Full-time Part-time Temporary Weekends

Hourly rate/ salary you are expecting to earn? \$ _____ Is this negotiable? Yes / No

What type of work are you looking for? _____

Are you currently employed? Yes / No (if yes where) _____ Notice Period/Availability? _____

Would you be prepared to look for work outside of Whakatane? Yes / No

Which areas? (please circle) Kawerau Edgumbe Opotiki Other _____

Have you recently applied for any other positions/ where? _____

LEGAL WORK STATUS

Are you legally entitled to work in New Zealand? Yes/No

As: A New Zealand citizen Yes/No

 A permanent resident Yes/No

 A holder of a current work permit Yes/No

 Type of Visa _____ Passport Number _____ Expiry Date: _____

MEDICAL

Do you have any Medical Disabilities that may affect your working ability? Yes / No

(If yes clarify) _____

GENERAL

Do you have any criminal convictions, not including any concealed under the Criminal Records (Clean Slate) Act? Yes/No

If yes, please detail _____

Have you been the subject of a Diversion ordered by the courts? Yes/No

Are you awaiting the hearing of any criminal charges? Yes/No

If yes, please detail _____

PLEASE INDICATE LEVEL OF SKILLS AND EXPERIENCE YOU HAVE

Highest tertiary qualification _____

COMPUTER SKILLS <i>please tick</i>		Beginner	Intermediate	Advanced
Microsoft Word	WPM <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail Merge		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tables		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Templates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formatting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data entry	KPH <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphs/ Charts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formulae		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tables		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Database maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Database creation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Project		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web/ social media updates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other software/ systems	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE *please tick*

Accounting	Payroll Cash Flow Forecasting GST/ FBT/ PAYE	Assets/ Depreciation Creditors/ Debtors P & L	Reconciliations Trial Balance
Accounting software	MYOB Other _____	QuickBooks	Xero
Administration	Office Management Sole Charge Spreadsheets	Reception Filing	Minute taking Word Processing
Retail	Customer service Purchasing	Stock Control Supervisor – no. of Staff	Till/ EFTPOS Sales
Management	Budget Control (\$.....) Health and Safety	Human Resources	Direct Reports

Other _____

DECLARATION

(This Consent is a Necessary Privacy Act Compliance)

I hereby confirm that the information given is true and correct; I consent to:

- my personal data being included on a database and its use to secure me employment/ temporary assignments/ contracts;
- my CV and other personal data being transferred to clients via electronic mail and I understand the risk of my CV being unintentionally altered during this process;
- references being passed onto potential employers;
- the checking of information collected with third parties or with other information held by Adcam Recruiting; and
- Adcam Recruiting passing information to certain third parties to present or detect crime, to protect public funds or in any other way permitted or required by law

Signed _____ Date _____