

EMPLOYEE CANDIDATE SCREENING

Office use only:

CV ID Visa/PP Ref RDB Scan IMS Photo COVID Card

Attributes: _____

Interviewed by: _____ Date: _____ Notes: _____

Given Names:		Surname / Last Name:	
Date Birth:		Gender:	
Street Address:			
City:		Region:	Postcode:
Cell Phone:		Email:	
Emergency Contact:		Phone:	Relationship:

Are you a citizen of NZ? Yes No	If No, do you have a valid work visa? Yes No (COPY REQUIRED)	Visa Exp Date: Nationality:
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Additional Details: Drivers Licence, Drug / Alcohol Testing, Tools etc.

Do you have a current NZ Drivers Licence? Circle: Yes No (COPY REQUIRED)	Licence #:	Learners / Restricted / Full Licence
Licence Type (Circle Relevant):	1 2 3 4 5 6 W T R F P A G	
Do you have your own transport? Yes No	Do you have experience with: Basic Hand Tools / Power Tools / Other Trade Tools	
Would you work shifts? Yes No		

Please list any PPE gear you have, i.e. Safety boots, Hard Hat, Hi Viz:

Drug & Alcohol Testing	Some of our clients require drug and/or alcohol testing to be done prior to commencing a placement. Some of our clients also require or carry out "post incident/injury", "just cause", and "random testing". If you take a drug or alcohol test with either Naki Labour Hire or another external accredited provider, and provide a NON_NEGATIVE test result, you will be liable for the FULL cost of the test and by signing this document you agree to the above circumstances.
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Do you agree to take a drug test: Yes No	Do you also agree drug test results can be provided to client: Yes No
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Have you had Covid Vaccine: Yes No Vaccine Completed: One Both	Do you agree to a Covid Test at a Clients request: Yes No Copy of Vaccine Record: Yes No
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Have you had any criminal convictions, or are you currently facing charges that may result in one?	Circle: Yes No
If yes to convictions, please provide details, including date and penalties:	

Have you had any previous ACC claims? Circle Yes No	Incident details:
Are you currently taking any medication? If yes please list:	
When are you available to start work?	

Employment history and work experience please circle relevant:

Administration	Construction	Driving/Warehouse logistics
Electrical/ Air Con	Engineering	Gas/Oil
General Labouring	Joinery Furniture	Landscape / Concrete
Manufacture/ process	Mechanical	Painting/ Decorating/ Plastering
Plumbing/ Gas Fitting	Roading/ Traffic	Other:

Please provide two previous employers details that you would be happy for us to contact for a reference check?

1. Name _____ Number _____

2. Name _____ Number _____

How did you hear about us? Trademe / MSD / Website / Facebook or Referred by another employee (name)

Have you registered with any other employment agency?

Disclaimer: I certify that my answers are true and complete to the best of my knowledge. I understand this application does not guarantee me a job and this application remains the property of Naki Labour Hire. I hereby provide permission for Naki Labour Hire to obtain a Ministry of Justice Criminal Conviction Check, to do a Driver’s License Check, Check Visa/Passport details and to contact the given references. These (hardcopies) and/or Health Questionnaires may be disclosed to a client whom I am working for or about to be working for. I hereby agree to random, just cause or post incident / injury drug / alcohol testing if required and I understand that if I take a test and provide a NON-NEGATIVE test result, I am then liable for the FULL cost of the test. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

tick and initial, I confirm I have read and understand the contents herein.

Candidate Signature: _____ **Date:** _____

