



# APPLICATION FORM

## 01

### Administration application form.

Printed documents are not controlled; you are responsible for ensuring you have the current version.  
For HNZ internal use only.

#### Position Details

Preferred position

Alternative position

Rank preferred localities (Please tick)  New Zealand  Australia  Asia

Do you have any restrictions preventing you from working in a locality or area?

Country/s in which you have Permanent Residency

Country/s for which you have a current Working Visa

Preferred employment (Please tick)  Full-time  Part-time  Casual  Permanent  
 Contract  Other .....

Available start date  Leave scheduled in the next 12 months

Work availability restrictions?

Work availability	Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Times							

Valid driver's licence (Please tick)  Yes  No **State valid for**

Type of driver's licence

Salary expectations

#### Personal Details

Personal details

Surname First name Middle name

Mobile contact number

Day contact number

E-mail address

Residential address



### Employment Status And History

Company	Position	From	To	Salary

HNZ reserves the right to seek references from previous employers and employment is subject to the receipt of satisfactory references.

### Education

School	From	To	Degree / Certificate

Apprenticeship / Special training

Additional qualifications

### Administration / Computer Skills

Skill	Level	Skill	Level
Word Processing	per minute	Data entry	per minute
Word Processing	% accuracy	Data entry	% accuracy
Word		Excel	
Access		Outlook	
Profile		Other	

### Referees

Name	Company	Position	Contact number

