



## ***Application for Employment and Reference Consent***

Attached is an Application for Employment Form which you are requested to personally complete.

The application form is a source of information, which will be used by BankLink Australia Pty Limited to assist us in considering your suitability for the position for which you are applying. If successful, such information shall form part of the Company's personnel records. Failure to supply the information requested would prejudice the company's ability to assess your suitability for the position.

Appreciating BankLink employs a range of specific roles, and given the nature of our business, we wish to advise all our candidates that the Company reserves the right to include background screening as part of the application process for all candidates. The following types of checks may be conducted:

### ***Generic Screening***

- Criminal and Driving Conviction History
- Personal Credit Check
- Independent Identity Verification
- Commercial Financial Check
- Employment History Check
- Employment Court Judgments
- Qualifications / Professional Licenses and Memberships
- Worldwide Media Search
- Immigration Status
- Reference Checking

### ***Employee with Access to Motor Vehicles***

- Traffic Offence History
- Drivers License Status Monitoring Registration
- Drivers License Status Monitoring

You are entitled to access this information upon request to the Human Resources Manager located at:

### ***Street Address***

Eden 5, Level 5, 12 Normanby Road  
Mount Eden, Auckland  
New Zealand

### ***Postal Address***

PO Box 56 354  
Dominion Road  
Auckland 1446  
New Zealand

### ***Telephone***

1800 123 242

The Company shall retain all information relating to unsuccessful applications for a period of 12 months from the date of this application. The above information is provided in accordance with the Privacy Act 1988 (Cth).

Date of Application \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

**Note:** The completion of this form does not indicate that there is any obligation on the company to engage the applicant.

**Purpose:** This information is collected for the purpose of assessing your suitability for employment at BankLink Australia Pty Ltd, which may include subsequent changes in employment with the company.

**Position Applied For:**

**YOUR NAME (in block letters)**

Family Name:

Given Names (underline name used):

Are you known by any other names:

**YOUR CONTACT ADDRESS AND TELEPHONE NUMBERS**

Contact Address:

Home Phone Number:

Mobile Phone Number:

Other No/Email: (If Any)

**LEGAL WORK STATUS**

**If you are a holder of a Work Permit or Visa, please provide a copy and advise the expiry date.**

Are you legally entitled to work in Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
As an Australian Citizen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
As a Permanent Resident	Yes <input type="checkbox"/>	No <input type="checkbox"/>
As a holder of a current Work Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**LANGUAGES**

Can you hold an every day conversation in any language other than English?

**QUALIFICATIONS** (Including university, further education, etc, where applicable – leave blank if already detailed in your CV)

Please provide details of any University Degrees and/or Qualifications – any courses attended? (give details):

Do you have any other qualifications/ certificates/ licences/ or attended any courses? (give details):

**EMPLOYMENT HISTORY**

**Present or most Recent Employer**

Company:

Job Held:

Full Time or Part Time Position

Length of service

Reason for Leaving:

For the purposes of compliance with the Privacy Act 1988 (Cth.), do you consent to the company contacting your present employer for the purposes of reference checking should we have an employment offer for you?

Yes

No

**Next Most Recent Employer**

Company:

Job Held:

Full or Part Time Position

Length of service

Reason for Leaving:

**Next Most Recent Employer**

Company:

Job Held:

Full or Part Time Position

Length of service

Reason for Leaving:

**Do you have secondary employment?**

Yes

No

If yes, please detail:

## EMPLOYMENT HISTORY (...cont)

Have you been the subject of disciplinary action or been dismissed by a previous employer?

Yes  No

If yes, please detail:

**REFEREES** (Please provide at least 2 previous managers for your most recent job roles. We will only contact referees after obtaining your verbal consent to proceed if you are short listed).

Give name, address and telephone numbers of at least 3 referees:

Name	Position	Company	Phone No/s
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your application is successful, when could you commence employment:

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

Do you consent to the company retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with this company in future? Yes  No

If yes, signature:

Date:

## GENERAL

Are you prepared to work overtime if required?

Yes  No

What transport arrangements do you have to attend your place of employment?

Do you have a current Australian Drivers Licence?

Yes  No

If yes, what class:

Drivers Licence Number

Does your Drivers Licence have special conditions?

Yes  No

Do you have any demerit points or endorsements?

Yes  No

Do you have any cases pending?

Yes  No

If yes, please detail:

## GENERAL (...cont)

Do you have a spouse, partner, relative or household member working here or elsewhere in the industry? Yes  No

If yes, who?

Where?

Can you think of any reason, including any medical issue, which may affect your ability to perform the inherent requirements of the position, including regular attendance at work? Yes  No

If yes, please detail:

## CRIMINAL, CREDIT, IMMIGRATION AND DRIVING CHECKS

All final applicants will be asked to consent to applicable background checks, including but not limited to a criminal record check. Please note that people with criminal records are not automatically barred from applying for this position, unless there is a particular requirement under law. Each application will be considered on its merits.

### General questions asking for disclosure of non-spent convictions only

Do you have any convictions which were imposed as an adult and which are less than 10 years old? Yes  No

If yes, please list the offence, date of conviction, and sentence received for each offence:

Do you have any convictions which were imposed as an adult and which are less than 5 years old? Yes  No

If yes, please list the offence, date of conviction, and sentence received for each offence:

Do you have any convictions which are over 10 years old (or 5 years for juvenile convictions), where the sentence imposed was greater than 30 months imprisonment? Yes  No

If yes, please provide details:

Are there any charges against you yet to be heard? Yes  No

Have you ever changed your name with the Registry of Births, Deaths and Marriages? Yes  No

If you answered **Yes** to any of the above, please provide details:

## MEDICAL

Do you have, or have you had, any injury, accident or medical conditions caused by gradual process, disease or infection — e.g. hearing loss, sensitivity to chemicals, occupational overuse syndrome (OOS), back injury or strain, asthma, stress-related conditions — which might be aggravated by or further contributed to by the tasks of this position, and/or prevent or affect your ability to carry out the functions and responsibilities of the position applied for? Yes  No

If yes, please detail:

Do you have any other known condition which might affect your ability to safely perform the inherent requirements of the position, including that may impact on the safety of employees or customers? Yes  No

If yes, please detail:

## DECLARATION

I AGREE to BankLink Australia Pty Ltd carrying out background screening, including but not limited to criminal checks, as necessary as part of this application.

I DECLARE that to the best of my knowledge the information provided in this application and in any CV enclosed is accurate.

I UNDERSTAND that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated immediately. I also understand, that false or incomplete answers relating to my medical history could mean that I cannot receive any workers compensation.

Signed:

Date: