



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 Media Transfer Services Ltd (trading as BankLink New Zealand) 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
- Driving License Check
- Independent Identity Verification
- Commercial Financial Check
- Employment History Check
- Employment Court Judgments
- Qualifications / Professional Licenses and Memberships
- Worldwide Media Search
- NZ 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

Telephone

0800 226 554
+64 9 630 7260

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 1993.

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 Media Transfer Services Ltd (trading as BankLink New Zealand), 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 New Zealand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
As a New Zealand 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 1993, 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:

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)

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

Name	Position	Company	Phone No/s
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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 NZ 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:

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 regular attendance at work? Yes No

If yes, please detail:

CRIMINAL AND DRIVING RECORD INFORMATION

Please note that this check is subject to the Criminal Records (Clean Slate) Act 2004.

A criminal conviction will not necessarily exclude you from being considered for the position.

Have you ever been convicted of a crime in New Zealand or any other country? Yes No

Please note that under the Criminal Records (Clean Slate) Act 2004, you do not need to declare a New Zealand conviction if all of the following apply:

- It has been 7 or more years since your most recent conviction and you have not re-offended; and
- You have never had a custodial sentence imposed upon you (including detention at home, in hospital, or at any secure facility); and
- You have paid any fines/costs/compensation/reparation.

However, regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:

- You have ever been convicted of a sexual offence; or
- You have ever been disqualified from holding a Driver License for repeat offending involving alcohol/drugs; or
- The conviction was from overseas.

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

Have you ever changed your name by Statutory Declaration? Yes No

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

MEDICAL

Have you ever suffered from a back injury requiring time off work? Yes No

Have you claimed Accident Compensation (ACC) in the last 12 months? Yes No

If yes, please detail:

Have you ever needed to take more than your sick-leave allocation? Yes No

If yes, please detail:

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 put our employees or customers at risk? Yes No

If yes, please detail:

DECLARATION

I AGREE to Media Transfer Services Ltd (trading as BankLink New Zealand) carrying out background screening 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 Accident Compensation (ACC).

Signed:

Date: