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| --- | --- |
| Squad Member Application |  |

Please complete this form if you would like to be on the list for casual  
employment with the Squad.

Save this document using this naming convention:

Firstname last name Squad Application Form yyyy mm dd

For example -

Helen Hancox Squad Application form 2013 04 27

Then email the document to:

office@filing.co.nz

With your CV. Use the naming convention

Firstname last name CV 2013 04 27

|  |  |
| --- | --- |
| Full name |  |
| Postal address |  |
| Home telephone |  |
| Work telephone |  |
| Mobile phone |  |
| Email address |  |
|  |  |
| Employment History | (Please include positions held over the last five years) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Position held | From | To | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- |
| Referees | Please identify three people who are willing to act as a referee for you, and confirm they are willing for us to contact them. |

|  |  |  |
| --- | --- | --- |
| Name | Position | Phone number |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Do you have any criminal convictions?  *(Select yes or no from dropdown)* |  |
| If yes, please provide details: |  |
| Do you know of any criminal prosecutions pending against you? If yes, please provide details |  |
| Drug and alcohol testing – our clients may have a random drug and alcohol testing regime. | Please acknowledge that you have read and understood this statement. |
| Have you ever been dismissed from your employment by any organisation in New Zealand or anywhere else? |  |
| Are you entitled to work in New Zealand?  *(Select yes or no from dropdown)* |  |
| Work Permit Date (if applicable) |  |
| Drivers Licence – do you hold a current driver’s licence  *(Select yes or no from dropdown)* |  |

Squad work can involve:

* Listing (data entry, using Excel spreadsheets)
* Moving Boxes (heavy lifting)
* Moving Files (putting on and taking off shelves – can involve step ladders)
* Cleaning Files and Shelves (very dusty work)
* Making Up Physical Files (putting files together, adding title and coloured labels)
* Making Up electronic Files
* Re-labeling Files
* Communicating Information (working closely with a project manager, other staff, clients)
* Working in High Rise Buildings, Basements and Warehouses.

Are there any tasks above that you would not want to do?

Is there any reason that you would not be able to do any of these tasks?

If yes, is there anything that we could provide to allow you to do such tasks?

Is there anything else you would like to share as part of your application for casual employment with the Squad?

Declaration:

I declare that all the information provided in this application to be true at time of completion.

|  |  |
| --- | --- |
| Signed by: |  |
| Date |  |

Note - all information about the candidate is kept in a confidential and secure system.

*Thank you for taking time to complete this form. Your response will be recorded. We will be in contact in due course.*

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