
Application Form Guideline

General instructions

Complete the forms in your own handwriting and return them with attachments by the advertised deadline to the TEAMnetwork office with the vacancy.

To avoid confusion, please print clearly.

Position applied for

Copy title and location from the advertisement.

Full name

Ensure to complete your full (first, middle and last) name.

Physical address

Your full residential address

Phone numbers

Your preferred contact daytime phone number. If you are not available during the day, state evening hours you will be available at the number given.

Email address

Your email address to contact you in regard to your application.

Referees

- Employment referee – Your most recent employer
 - Character referee – A person who has known you for at least 2 years and can verify your good character
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Availability

Complete either the possible commence date or show the notice period (plus any break you would require between jobs)

Attachments

Complete the attachments checklist to confirm which documents you have submitted. The Consent Form is required.

Resume hints

1. Ensure that your resumé covers all the areas of work in the job description. If there are gaps, you may explain in a covering letter.
 2. Include your relevant work history, starting with most recent employer and work backwards. Explain any gaps.
 3. Describe examples of your work, your achievements, and what you were responsible for.
 4. Keep your resumé to 3-4 pages maximum.
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Application Form Guideline, Continued

Additional information

- I have a current FULL clean drivers license. Details if no
Do not include minor infringements
- I have no health issues that would affect my ability to do this job. Details if no
Include information that TEAMnetwork would need to know in order to provide working conditions and/or equipment to enable you to carry out your duties
- I have no existing or pending criminal record or charges. Details if no
In all dealings with clients and colleagues, TEAMnetwork employees must be honest and trustworthy. A criminal conviction will not necessarily exclude you from being considered for the position, though crimes of dishonesty are of concern. Include all pending charges and convictions except where you have had a record concealed under the Criminal Records (Clean Slate) Act 2004.
- I have never been dismissed by another employer. Details if no.
A dismissal may not disqualify you from consideration, depending on the reason for dismissal and how long ago it occurred.
- I have the right to work in New Zealand
Evidence may be a copy of your immigration documentation sighted and affirmed as original and signed in your presence by a person such as a JP.

Role specific information

Sales

To demonstrate your writing skills and protect privacy, the proposal must be your own work and must not reveal any information to identify the client.

Engineering or Management

Recognising that engineering and management positions will require out of hours work. These positions have a large portion of business hours tasks but due to the nature of the roles, will require outside of hours activity.

Any other relevant information

Include any information that you feel may either assist you in your application or give TEAMnetwork a better view of your background, skills and current position.

Declaration

Sign and date this consent and declaration. Your application cannot be considered without this section being completed.
