



BLACKLEY
CONSTRUCTION

Application for Employment

Application for Employment

These notes have been prepared to help you understand our recruitment process.

Information for applicants

Your application has two elements:

1. **Application form:** Please complete this in full, either electronically or in hard copy. If you submit an electronic version, you may be asked to sign it later.
2. **Your CV and covering letter**

Blackley policy

The Company will assess who they consider to be the best person for the vacant position. This is determined by an assessment of each applicant against the criteria for the position. The key criteria are developed from the position description.

Blackley Construction are committed to worker training and career development of people who have a positive attitude, good work ethic and a willingness to learn.

Applying for a position

Complete the application and self-assessment form and attach your CV and covering letter. You will receive acknowledgement of your application.

If you want to know more about any aspect of the position, or to find out more about a possible career at Blackley Construction, please contact the Human Asset Manager on 06 356 5557. Also visit our web site at www.blackley.co.nz

What happens next?

Where an application is being made for an advertised position, all applicants are assessed by the senior management team who will collectively shortlist applicants. If you are unsuccessful in making the shortlist, you will be advised by letter or email, however this can sometimes be at the end of the whole process.

If you are shortlisted you will be contacted to arrange an interview and if appropriate, other tests and assessments. You have the opportunity to be supported at the interview by whanau and/or other group support. Any expenses involved in bringing support persons to an interview are your own responsibility.

Protecting the privacy of job applicants

When hiring staff Blackley Construction makes sure we protect the privacy of job applicants. We may ask if there is anything that would prevent an employee carrying out the full duties of the job. We will only contact referees given by an applicant. If the referees are not suitable, we will ask the applicant if they have someone else. Where we need to speak to the applicant's current employer, then we will tell the applicant and get their agreement. Where a person is not successful in their application for employment at Blackley Construction, their application, CV, and other supporting documentation will be disposed of.

Covering Letter and CV

Application for Employment Form

All information you provide on this application and its attachments will be treated as confidential by the company. The information is collected for the purpose of assessing your suitability for employment at Blackley Construction.

If your application is successful, this information will be retained on your personal file. If you are not successful in your application, all the information provided to us in this recruitment process will be held for a period of 12 months and will then be appropriately destroyed.

Applying for position *

Position

Full name *

First Name

Last Name

Current address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Email address *

example@example.com

Phone number *

Area Code

Phone Number

Date of birth

Qualifications

Qualifications or formal attainments you consider relevant:

Do you have a current First Aid certificate?

Yes

No

NZQA National Student Number

NSN

Please describe any knowledge/skills and experience you possess which may be relevant to the position:

Referees

Please provide three referees who are able to comment on your ability to meet the requirements of the positions.

Your referees will only be contacted after receiving your express permission.

Referee One

Full name

Relationship

Phone number

Area Code

Phone Number

Referee Two

Full name

Relationship

Phone number

Area Code

Phone Number

Referee Three

Full name

Relationship

Phone number

Area Code

Phone Number

Health

Before you are offered a position at Blackley Construction you are required to have a pre-employment medical assessment by the company third party medical provider. This is carried out to assist in determining that an applicant is fit for the role and to set a baseline on your current health status. Physical attributes are considered under the Pre-employment Screening Procedure.

Do you presently suffer, or have you suffered in the past, from any medical or physical condition (including OOS or gradual process injury, musculoskeletal) that may affect your ability to perform the functions and responsibilities of the position to an acceptable level?

(please provide all relevant details)

Do you have any known mental health conditions that may prevent you from delivering your role effectively at all times?

ACC Claims

We would also like details of any ACC Claims made in the last five (5) years and details of any time off work.

Covid-19

Our work involves close contact with work colleagues and other people.

Have you been fully vaccinated for Covid-19?

Yes

No

Have you been tested for Covid-19 in the last 2 weeks?

Yes

No

Drivers Licence

All positions within Blackley Construction require the driving of vehicles of various classes.

Do you hold a current full New Zealand drivers' licence?

Yes

No

If yes, what is your licence number?

Version number

Expire date

Classes

Background Checking

Blackley Construction operates a wide variety of trucks and light vehicles on the road and work in a public environment. Workers are expected to set a good example to other road users. Clients also set high expectations on our company and workers. As part of your application for this role we will need to confirm your identity and conduct. Some background checks including referee checks, confirming your eligibility to work in NZ, your health, checking criminal convictions, drivers' licence and drug and alcohol screening is carried out.

A criminal or traffic conviction will not necessarily exclude you from a career opportunity at Blackley's. If you have any queries about our background checking process, please contact the Human Asset Manager.

Ministry of Justice Criminal Conviction History and New Zealand Police Information checks

Have you been convicted in a New Zealand Court of Law?

Yes

No

Have you been convicted for any drug and/or alcohol offences in New Zealand?

Yes

No

Do you hold a record with the New Zealand Police?

Yes

No

If you answered yes to any of the above, please please provide all relevant details.

Do you have any criminal, traffic, or transport related convictions charges pending?

Yes

No

If you answered yes, please please provide all relevant details.

Successful Applicants

If you are successfully in short listing, you may be asked to complete the following forms:

- Pre-employment Check – request for ACC claims history
- Ministry of Justice Criminal Conviction History – Third Party
- NZ Transport Agency – Driver Check consent
- Consent for pre-employment drug testing

Please note that minor convictions may be concealed under the Criminal Records (Clean Slate) Act 2004. If you want to know more about what this means for you, check the Ministry of Justice website www.justice.govt.nz.

Identity

If you are a preferred candidate you will need to confirm your identity. Please ensure you will be able to provide documentation of this if required. When requested you will need to show us:

1. Your passport; or
2. Birth certificate; or
3. Driver's licence

Eligibility to work in New Zealand

To be employed at the Blackley Construction you must be eligible to work in New Zealand. Please ensure you have the necessary documentation needed to do this as, should you become a preferred candidate, you will be asked to show us that documentation. Some examples of the types of documentation needed are set out below. However, for any advice on documentation or your eligibility to work in New Zealand please contact Immigration NZ.

Are you a New Zealand citizen?

- Yes
- No

If not, are you a permanent resident of New Zealand?

- Yes
- No

Or, do you hold a current New Zealand visa?

Yes

No

If so, please provide visa expiration date.

Additional Information

Blackley Construction remunerate workers for their skills and experienced based on external market rates.

What is your current core wage or salary rate?

What are your current hours of work?

Start and finish time

If your application is successful, when could you start work?