



**Company Culture Goal:** *“Through collaboration & investment we aim to have fully engaged staff who are proud to be a part of Gregory Engineering & see themselves as an active part in making the brand grow.”* Jason & Pauline Gregory (Company Owners)

# GREGORY ENGINEERING LTD

## Employment Application Form

### **Our Vision**

We provide Quality Products, Service & Solutions for our customers in a friendly & efficient way we add value to our industry.

### **Our Mission Statement**

Where Quality Matters

### **Company Values**

We solve for our customers in an honest & transparent manner.

We are loyal, trustworthy, supportive & respectful team members.

We aim to hire or train the best in the industry.

We make a positive difference in our community.

We are a progressive company striving for excellence in all that we do.

We care.

Please complete application form and email to: [employment@gregoryengineering.co.nz](mailto:employment@gregoryengineering.co.nz)

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

**Note:** The completion of this form does not indicate that there is any obligation on the company to engage the applicant for employment. Please match your responses to the relevant Job Description and person specification. If you do not have one, please request one for the relevant position.

**Purpose:** This information is collected for the purpose of assessing your suitability for employment with Gregory Engineering Ltd.

**Confidentiality:** This document will remain confidential between you and Gregory Engineering HR Department and will not be shared other than for the purpose it is engaged.

**This form is to be completed personally by the Applicant**

Position applied for:

Date of Application:

**YOUR NAME**

**Family Name:**

In block letters

**Given Names:**

Are you known by any other name(s)?

**YOUR CONTACT DETAILS**

Contact Address:

Home Phone No:

Mobile No:

Email Address:

Preferred mode of communication?

**LEGAL WORK STATUS**

Are you legally entitled to work in New Zealand?

Yes / No

As:

A New Zealand Citizen

Yes / No

A Permanent Resident

Yes / No

A holder of a current work permits

Yes / No

**EDUCATION**

Name of Secondary school(s) attended

Qualifications (school cert, NZQA, University entrance) – (subjects)

**AGE**

Have you reached the current school leaving age (16 years)?

Yes / No

**APPRENTICESHIP** (For trade positions only)

Do you have your apprenticeship papers?

Yes / No

In what trade was your apprenticeship?

What was the name and address of the employer?

Name:

Address:

What trade qualifications do you hold? (i.e., Trade Cert, Advanced Trade Cert etc)

**QUALIFICATIONS** (Including university, further education etc where applicable)

Do you have any other qualifications / certificates / licences/ or attended any courses

Please describe the skills you hold which are relevant to the position you have applied for or any further skills you may see of value to our company

**EMPLOYMENT HISTORY** (If you have already supplied an accurate copy of your most current CV, please ignore this section)

**Details of Most Recent Employer:**

Company:

Address:

Position Held:

Main Duties:

No of hours worked per week:

Dates of Service:

Reason for Leaving:

Do you consent to the company contacting your current employer for the purpose of reference checking?

Yes / No

**Next Most Recent Employer:**

Company:

Address:

Position Held:

Main Duties:

No of hours worked per week:

Dates of Service:

Reason for Leaving:

**Next Most Recent Employer:**

Company:

Address:

Position Held:

Main Duties:

No of hours worked per week:

Dates of Service:

Reason for Leaving:

**EMPLOYMENT GENERAL**

Have you ever worked for Gregory Engineering before?

Yes / No

If yes, when and in which department?

Do you have secondary employment?

Yes / No

If yes, please detail:

**REFEREES** Give name, address & telephone numbers of at least two referees  
(Ideally previous managers / supervisors)

Name

Position

Company Phone:

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 released by them to the Company for the purposes of ascertaining my suitability 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

Signature:

Date:

**GENERAL**

Are you prepared to you on call / overtime when required? Yes / No

Have you worked on call before? Yes / No

Are you prepared to diversify across the company departments if required? Yes / No

Do you have a current driver's licence? Yes / No

If yes, what class?

Drivers Licence no

Do you have any demerit points or endorsements? Yes / No

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

Do you have a spouse / partner or relative working here or elsewhere in the same industry locally?

If yes, who?

Where?

What are your interests / hobbies / sports / clubs or community involvement?

What do you feel are the top 3 important factors to successful employment relationships?

1.

2.

3.

What Attracts you to Gregory Engineering?

Why do you want to be part of our team?

**LEGAL**

Do you have any legal proceedings against you pending? Yes / No  
If yes, please detail:

Do you have any present criminal convictions, not including any concealed under the Clean Slate Act? Yes / No  
If yes, please detail:

Have you been the subject of a diversion ordered by the courts? Yes / No  
If yes, please detail:

Are you awaiting the hearing of charges in a civil or criminal court of law? Yes / No

**MEDICAL** If you are offered employment, the offer may be subject to you obtaining a full medical clearance, including drug testing, by completion of a medical examination to assess your fitness for the job you are applying.

Do you consent to undergo a medical examination if you are offered employment? Yes / No

Do you consent to a drug test if you are offered employment? Yes / No

Do you have any health-related issues that may impact on your ability to perform tasks in the role you are applying for? Yes / No  
More details will be given to specific role job descriptions.

Do you suffer any allergies? Yes / No  
If yes, please detail:

**Privacy Act Consent**

Do you consent to Gregory Engineering 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 the future? Yes / No

**DECLARATION**

I,.....(Full name) declare that to the best of my knowledge the information provided in this application and in my cover letter / CV enclosed is accurate and 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 may be terminated. I further understand that any offer of employment if made may be conditional on my obtaining a full medical clearance depending on the role I am taking.

I further understand that if employed I may be required to wear protective clothing and equipment supplied by the Company. I will also be required to abide by the Company's Health & Safety Policies and all relevant Health & Safety legislation currently applicable.

Signed..... Date.....