

EMPLOYMENT APPLICATION FORM

Congratulations on taking the first steps towards a career with Countdown.

To help us understand some important factors in your application to join our team, please complete the following question:

VACANCY DETAILS	Position Applied For			
	Location			

PERSONAL DATA	Name (Legal)			
	Are you known by any other name? Please state			
	Residential Address			
		Post code		
	Email Address			
	Home Phone		Mobile	
	Was your legal age at your last birthday? (circle)	Over Age of 15	Over Age of 18	

WORK / LEGAL STATUS	Are you legally entitled to work in New Zealand? (circle)	YES *	NO	You will be required to produce proof of eligibility
	* If YES, please select (circle)	NZ Citizen	Permanent Resident	Work Permit *
	* If on a WORK PERMIT, please provide permit type and expiry date			

EMPLOYMENT HISTORY	Complete the below in full			
Please begin with your current or latest employer	Employer 1			
	Position Held			
	From (include Month / Year)		To (include Month / Year)	
	Reason for Leaving			
Please state your previous employer	Employer 2			
	Position Held			
	From (include Month / Year)		To (include Month / Year)	
	Reason for Leaving			

GENERAL	How did you become aware of this vacancy? (circle)	Seek	Trademe	In-store Poster	Countdown Website	Outdoor Banner	Word of Mouth
		Employee – AllYours	Employee – Vacancy Magazine	Newspaper	Referral from Employee	QR Codes	Facebook
	Other, e.g. University Career site (please specify)						
	Do you have a spouse, partner, relative or household member working for Progressive Enterprises Ltd, The Supply Chain, Countdown or Woolworths, Foodmore or CRM Facility?	YES	NO				
	If YES provide details; including location, position & duration of employment.						
	Have you ever been employed by Progressive Enterprises Ltd, The Supply Chain, Foodtown, Countdown, 3Guys, Woolworths, Big Fresh, Price Choooper or Woolworths @Gull, Foodmore or CRM Facility?	YES	NO				
	If YES provide details; including dates, location and reason for leaving. Failure to declare previous employment in any of the above brands may result in an offer of employment being retracted or terminated.						

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Candidate's Information is Private and Confidential



Please note that under the **Criminal Records (Clean Slate) Act 2004**, you may only legally conceal / withhold a criminal offences providing all of the following are met: 1) no convictions within the last 7 years; 2) never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced; 3) never been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal); Not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired) (see interpretation section for a full list); 4) paid in full any fine, reparation or costs ordered by the Court in a criminal case; 5) never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

Have you ever been convicted in a court in New Zealand or any other country?	YES *	NO
Have you ever been imprisoned in New Zealand or any other country?	YES *	NO
Are there any charges against you yet to be heard?	YES *	NO
Have you ever been dismissed for dishonesty, or been the subject of an investigation that resulted in your resignation?	YES *	NO
* If YES to any of the above questions, please provide specific details of the nature of the convictions or allegations		

Do you hold a current drivers licence?	YES *	NO				
* If YES please select (circle):	FULL	RESTRICTED	LEARNERS	INTERNAT - IONAL		
Do you hold any other licences (e.g. Forkhoist, RT)? If YES, please provide class	YES	NO	Class			
Have you ever been disqualified from driving?	YES *	NO				
Are you awaiting the outcome any charges which may result in demerit points being issued against your license?	YES *	NO				
Do you currently have any driving demerit points?	YES *	NO				
* If YES to any of the above questions, please provide specific details						
Have you had any injuries to your back, neck or spine, which may affect your ability to perform the job for which you are applying? ¹	YES	NO				
<i>¹ Generally involves computer work and lifting - please refer to Position Description for full duties</i>						
Have you ever suffered from Repetitive Strain Injury (RSI) or Occupational Overuse Syndrome (OOS)?	YES *	NO				
Do you have any general condition (mental or otherwise), disease or health issues that could impact on your ability to carry out the type of work you are applying for?	YES *	NO				
* If YES to any of the above questions, please provide specific details						

ADDITIONAL SKILLS	
What further skills (eg. computer skill/packages used, fluency in a foreign language) do you have in support of this application?	

AVAILABILITY TO WORK	<i>Many roles within our business involve supporting our customers 7 days a week. If you are applying for a role that includes shift work please indicate your availability to work</i>					
Are you applying for Full Time or Part Time employment? (please circle)	FULL	PART				
Are you prepared to work on a seven-day roster?	YES	NO				
Please indicate the days and hours that you <u>would</u> be available to work (please circle):						
MONDAY – AM	TUESDAY – AM	WEDNESDAY – AM	THURSDAY – AM	FRIDAY – AM	SATURDAY – AM	SUNDAY - AM
MONDAY – PM	TUESDAY – PM	WEDNESDAY – PM	THURSDAY – PM	FRIDAY – PM	SATURDAY – PM	SUNDAY - PM
Is there anything (including hobbies, sports or interest) that might prevent or affect your regular and consistent attendance at work?	YES*	NO				
If YES, provide details						

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REFEREES	<i>Please provide details of two people who we can contact for a reference.</i>		
<i>Ideally these two people should be your current and/or previous managers. If you have not been in paid work before, or for a number of years, please provide a suitable alternative – e.g. someone with whom you have served on a committee, your teacher, your clergyman.</i>			
Name of Referee 1			
Their Current Position			
Organisation			
Your Relationship to this Referee (e.g. My former Manager at XYZ Ltd)			
Work Phone		Mobile	
Name of Referee 2			
Their Current Position			
Organisation			
Your Relationship to this Referee (e.g. My former Manager at XYZ Ltd)			
Work Phone		Mobile	

DECLARATION	<i>Please read this section carefully and sign as required</i>		
<ul style="list-style-type: none"> • I understand that the information I have supplied on this application form is to assess my suitability for employment with Countdown (Progressive Enterprises Ltd). • I hereby authorise Countdown (Progressive Enterprises Ltd) to contact the aforementioned referees to obtain information about me in the form of personal and employment related references. • I understand that if I am applying for a role located at a distribution centre I will need to participate in a Pre-Employment Health Check and a Drug & Alcohol test • As part of this application being actioned I understand and agree that a CV accuracy check and criminal record check may be completed. In order for these checks to be completed I agree to provide my Date of Birth and to complete any other form accurately as required by Countdown (Progressive Enterprises Ltd). • I acknowledge that I have read, understood and agree to the above conditions. • I declare to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed. 			
Your Signature		Date	

Thank you for applying to Countdown (Progressive Enterprises Ltd). We look forward to assessing your application.

So what happens next? It takes time to select the best talent and attitude – all up about 3 to 4 weeks. We think you'll find our selection process enjoyable, and we'll keep in touch with you every step of the way.

GOOD LUCK !!!

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PROGRESSIVE / COUNTDOWN USE ONLY			
Manager Checked Form		Date	
Form Sent to HR (Non-Retail only)		Date	
HR or SAM Checked Form		Date	
Payroll or SAM		Date	
SELECTION FILE / EMPLOYMENT CHECKLIST			
	Copy of CV		Completed IEA Request Form
	Copy of 2 x Verbal Reference Checks		Completed KiwiSaver Form (KS2)
	Copy of any tests completed (if applicable)		Completed & signed Department of Courts Form with ID copy
	Completed BEI Interview Forms		Completed & signed Application Form
	Completed KiwiSaver Form (KS10) (if applicable)		Completed Additional Payroll Details Form
	Signed Original Individual Employment Agreement		Completed IR330
	Sighted Originals & copies of Licences (if applicable)		Sighted Originals & copies of Certificates (if applicable)
<i>HR USE ONLY: (Non-Retail Roles only)</i>			
Date received:		Signed:	

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