



# STEEL & TUBE HOLDINGS LIMITED EMPLOYMENT APPLICATION

(Use from 1 July 2008)

**STEEL & TUBE IS A DRUG FREE WORKPLACE.  
PRE-EMPLOYMENT DRUG TESTING IS A REQUIREMENT FOR EMPLOYMENT.**

**The information you provide on this application will only be used to assess you for employment.  
Please complete this form in your own handwriting and answer all questions completely.**

Position applied for: ..... Division/Location: .....

### Section 1 - Personal Particulars

Surname: ..... First name(s): .....  
Other names by which you are known: ..... Preferred first name: .....  
Address: .....  
City: ..... Telephone numbers: .....

### Section 2 - Previous Employment Experience

**(List your last three employers. Complete fully even if you attach a CV).**

Current or most recent Employer's name: ..... Telephone Number: .....  
Address: .....  
Position Held: ..... Supervisor's name: .....  
Summary of Duties: .....  
.....  
Period of Employment: From...../...../..... To...../...../..... Salary.....  
Reason for leaving: .....  
.....  
.....

Next most recent Employer's name: ..... Telephone Number: .....  
Address: .....  
Position Held: ..... Supervisor's name: .....  
Summary of Duties: .....  
.....  
Period of Employment: From...../...../..... To...../...../..... Salary.....  
Reason for leaving: .....  
.....  
.....

Next most recent Employer's name: ..... Telephone Number: .....  
Address: .....  
Position Held: ..... Supervisor's name: .....  
Summary of Duties: .....  
.....  
Period of Employment: From...../...../..... To...../...../..... Salary.....  
Reason for leaving: .....  
.....  
.....

How many employers have you had in the past ten years? \_\_\_\_\_

**Section 3 - Education/Qualifications**

Name of school, polytechnic, university, etc., attended	Results (e.g. completed 2 years secondary school, passed 3 school certificate subjects, etc)

Other qualifications/training courses you consider relevant (e.g. forklift licence, trade certificates etc):

.....  
 .....

**Section 4 - Referees**

Do you agree that we can talk to your referees (please indicate “Yes” or “No”)?                      Yes\_\_\_\_\_ No\_\_\_\_\_

If YES, please provide the names and contact telephone numbers of 3 referees that we could talk to about your suitability to work for Steel & Tube Holdings Limited. Please list supervisors/managers of at least two former employers and one personal friend.

Name..... Telephone .....

Name..... Telephone .....

Name..... Telephone .....

**Section 5 - Medical Information**

**THE COMPANY IS INVOLVED IN THE DISTRIBUTION OF INDUSTRIAL PRODUCTS. SOME OF THIS WORK CAN BE PHYSICALLY DEMANDING AND POTENTIALLY HAZARDOUS. WE MUST ENSURE THAT EMPLOYEES ARE PHYSICALLY ABLE TO CARRY OUT THE DUTIES ASSIGNED TO THEM. IT IS FOR THIS REASON THAT WE NEED TO ASK THE FOLLOWING QUESTIONS.**

The information sought here is intended to assist Steel & Tube in meeting its obligations under the Health and Safety in Employment Act 1992 and the Human Rights Act 1993. Advising us of a medical condition or disability will not necessarily exclude you from being considered for the position as we will do our best to accommodate your needs wherever practicable.

The reasons for asking for this information are:

- To ensure that Steel & Tube is aware of any pre-existing condition that may be relevant in terms of Accident Compensation,
- To assist Steel & Tube to ensure that reasonable accommodation is made wherever possible, to enable an appointee with a disability to perform their duties; and
- To avoid an appointee incurring further injury e.g.: OOS, or putting others at risk.

1. Have you read the job description for the position you are applying for and confirm that you understand the requirements of the role?

Yes:  No:

2. Do you have, or have you had any injury or medical condition, caused by gradual process, disease or infection – for example, hearing loss, sensitivity to chemicals, back injuries, asthma, stress-related conditions, Occupational Overuse Syndrome (OOS) – which may be aggravated by the requirements of this position or prevent you from carrying out its responsibilities? (If ‘Yes’ please answer Question 3)

Yes:  No:

3. If yes, please give details and describe any technical aids, equipment or adaptations to the workplace you would need to enable you to perform in this job more effectively.

.....  
 .....  
 .....

4. The position applied for may require that personal protective equipment be used/worn while carrying out tasks associated with this position. Are you aware of any reason why you may not be able to use/wear such equipment?

Yes:  No:

If yes, please give details:

.....  
.....  
.....  
.....  
.....

5. In accordance with Steel and Tube’s policy and/or at the direction of the company or authorised person do you agree to use/wear protective equipment?

Yes:  No:

6. If you are offered this position you may be requested to undertake a base-line medical examination to assess your health in relation to the tasks you may be undertaking during the course of your employment.

Do you agree to undergo such a medical examination and that Steel and Tube may be provided with this information?

Yes:  No:

**Section 6 - General**

- 1. Shift Work – Will you work shifts for manufacturing and stores positions if requested? Yes \_\_\_ No \_\_\_
- 2. Driving – If you are applying for a position that requires you to drive a Company vehicle, do you have any endorsement on your driver’s license or charges pending that would affect your ability to drive?.....

*If you are required to drive a Company vehicle, please attach a copy of your current driver's licence to this application form.*

3. Criminal convictions. Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_

Please provide details and dates of any conviction. In accordance with the Criminal Records (Clean Slate) Act 2004, you are only required to reveal convictions that are NOT covered by the Act: .....

4. Charges. Do you have any pending charges that you are currently awaiting the outcome? Yes \_\_\_ No \_\_\_

Please provide details of any hearing of any charges of any nature before any Court or Tribunal that you currently are awaiting the outcome:

**Information you provide here about convictions etc will not necessarily preclude you from being offered a role with Steel & Tube. Please complete the attached Ministry of Justice Request form for a copy of Personal Information stored by the Ministry and return it with this application. Please note that any offer of employment that we may make to you is conditional upon you fully and truthfully disclosing all convictions, charges and all relevant details on this application form and that the Ministry of Justice check does not reveal other matters you have not disclosed. If the Ministry of Justice check reveals information you have not disclosed here then your employment will be terminated without notice.**

5. **Steel & Tube is a Drug Free Workplace. Are you willing to provide a urine specimen within 5 business days of being conditionally offered employment with this company? We will arrange an appointment and pay costs associated with the test. Please note to be considered for employment you must willingly provide the specimen which when tested must be negative for the presence of the five relevant drug classes, and not diluted. Further details will be provided if you are offered employment.**

Yes \_\_\_ No \_\_\_

**Section 7 - Other Matters**

If your application is accepted, when could you commence employment? \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Are you related to or have any association with anyone currently employed within Steel & Tube? Yes \_\_\_ No \_\_\_

If Yes, who? .....

Have you been previously employed by Steel & Tube, one of our competitors, an engineering firm of any sort, or in a similar industry? Yes \_\_\_ No \_\_\_

If Yes, when and what did you do .....

Have you ever been dismissed from employment or asked to resign? Yes \_\_\_ No \_\_\_

Please provide details regarding each incident. Use an extra page if more room is needed. ....  
.....  
.....  
.....  
.....

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything not previously disclosed on this application that would interfere with your regular attendance and punctuality if you are offered a job with this company? Yes \_\_\_ No \_\_\_

If yes, please provide details.....  
.....

***TO APPLY FOR THIS JOB YOU MUST BE LEGALLY ENTITLED TO WORK IN NEW ZEALAND. PLEASE PROVIDE A COPY OF PASSPORT, BIRTH CERTIFICATE, VALID PERMANENT RESIDENCE OR WORK PERMIT DEMONSTRATING YOUR RIGHT TO WORK HERE.***

**Section 8 - Declaration**

**I,..... (Full name) declare that the answers I have given are true, correct, accurate and complete. I understand and agree that if any false or misleading information is given or any fact suppressed, I will not be accepted for employment or, if I am employed, I will be dismissed regardless of when or how discovered.**

**Signature:.....Date: .....**