

APPLICATION FOR EMPLOYMENT

This is an Application for Employment with Asplundh. We ask you to complete this document personally.

This application form is a source of information which will be used by Asplundh to assist in considering your suitability for the position for which you are applying. If successful, such information shall form part of the Company's personnel records pertaining to you. Failure to supply the information requested would prejudice the Company's ability to assess your suitability for the position.

Any eventuating offer of employment is made subject to:

1. You undergoing a pre-employment medical check, including a drug and alcohol screening test, to ascertain your medical and physical fitness for the position; and for the purpose of determining whether you will be properly able to carry out your duties for the position;
2. You providing consent for Asplundh as a third party to obtain a criminal conviction check through the Ministry of Justice, if required.

Should your application be successful and you begin work with Asplundh, you are entitled to access this information by request to your Contract Manager.

When this form is completed please send it to:

Heidi Ramskill
Safety, Environmental & Quality Administrator
Asplundh
P O Box 14501, Panmure, Auckland 1741
Phone: (09) 570 8041
Fax: (09) 570 8043

APPLICATION FOR EMPLOYMENT WITH ASPLUNDH

DISCLAIMER: The completion of this form does not indicate that there is any obligation by Asplundh to engage the applicant.

PURPOSE: This information is collected for the purpose of assessing your suitability for employment, and which may also include any subsequent changes in employment with the Company.

To be completed by the Applicant. Please print clearly.

Today's Date	
Name or type of job for which you are applying:	
Your Legal First Name	
Your Legal Last Name	
Your Preferred Name (what you'd like us to call you)	
Have you ever been known by any other name?	No or Yes, my other name is...
Your Home Address (including postcode)	
Your Postal Address (if different from home)	
Your Home Phone Number	
Your Mobile Phone Number	
Your Daytime Phone Number	
Your Email Address	

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Your Immigration Status (circle or complete as appropriate)

I'm a New Zealand Citizen	Yes
I'm an NZ Permanent Resident My residency was granted on:	(insert date)
I have a current and valid work permit	(insert valid until date)
I'm legally entitled to live and work in New Zealand	Yes
I have submitted an application for Permanent Residency <i>Date of Application:</i>	I currently have a holiday visa only <i>Valid until:</i>
I usually reside in... <i>Name of Country:</i>	My Nationality is... <i>State Nationality:</i>
If offered a job with Asplundh, I would want Asplundh to assist with my immigration. <small>(note: Asplundh is not obligated to assist in immigration matters)</small>	Yes / No

Declaration: I, _____, declare that the information I have stated regarding my immigration status is true and correct and I have not withheld any information relating to my immigration.

Signed: _____ Date: _____

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Previous Employment History

Enter Details Of Your Education, Qualifications, Training and Specialist Skills:			
Enter Details Of Your Employment History:			
Current or Most Recent Job Title			
Description of your day to day tasks			
Name of the Company			
Location of Company			
Start Date	<i>Enter Date</i>	End Date	<i>Enter Date</i>
Reason For Leaving			
Enter Details Of Your Next Most Recent Employment:			
Description of your day to day tasks			
Name of the Company			
Location of Company			
Start Date	<i>Enter Date</i>	End Date	<i>Enter Date</i>
Reason For Leaving			
Give details of any other job you have had which may have relevancy to this application			

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Driving (circle as appropriate or complete details)

Do you have a Driver's License?	Yes or No
Restricted License?	Yes or No
Full License?	Yes or No
What is your License Number?	<i>Enter number:</i>
What classes of License do you hold?	<i>Enter Classes:</i>
Is yours a New Zealand Driver's License?	Yes or No
International Driver's License?	Yes or No
Do you have any demerit points or endorsements?	<i>Enter Details:</i>
If employed by Asplundh, do you consent to Asplundh ascertaining on a regular ongoing basis and via official channels the status of your drivers' licence?	Yes OR No If No (please explain) Signature: _____ Date: _____
How do you plan to get to and from work?	<i>Enter Details:</i>

NOTE: A valid driver's licence is essential and required by all Asplundh employees and as such a loss of licence may result in the termination of your position, however the law does allow for you to apply to the Court for a limited licence after 28 days. Asplundh on a case by case basis may consider alternatives such as redeployment to another job or leave without pay.

Job Related (circle as appropriate or complete details)

Are you prepared to work overtime and/or weekends if required?	Yes or No	
Have you previously worked for Asplundh or any associated company?	Yes or No <i>If 'yes', please give details here...(include name of company, location, roles, years, name of Manager)</i>	
Do you have a spouse, partner, relative or household-member working for Asplundh or elsewhere in the industry?	Yes or No <i>If yes, who?</i> <i>Where do they work?</i> <i>What is their relationship to you?</i>	
Are you a member of any territorial force unit?	No or Yes <i>If 'yes', please give explanation here...</i> <i>Have you completed whole training?</i>	
If you are offered a job with Asplundh, will this be you primary (main) form of employment?	Yes or No <i>If 'no', please give explanation here...</i>	
What is your base salary or hourly rate expectation? (pay excluding package items)	\$ per annum	\$ per hour

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Referees (Where possible, please name your most recent Managers as referees)

Ordinarily we only contact your referees if you are the preferred candidate for the job. Verbal reference checks are made prior to an offer being made.

Name of Referee	Name of Company	Relationship to you (Manager etc)	Office Phone Number	Can Asplundh contact this person now?
				Yes or No
				Yes or No
				Yes or No
				Yes or No

For the purposes of compliance with the Privacy Act 1993, do you consent to a representative of Asplundh contacting your current employer for the purposes of reference checking?

Yes, after I have spoken with my employer and then advised Asplundh.

No (give explanation)

Reference Checking Declaration...

I consent to Asplundh seeking verbal or written information about me on a confidential basis from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Asplundh for the purposes of ascertaining my suitability for Asplundh and 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.

Name: _____

Signature: _____

Date: _____

Medical Screening & Drug and Alcohol Screening Testing

If you are offered employment with Asplundh, the offer is made subject to full clearance following the completion of our pre-employment medical check, including a drug and alcohol screening test. The medical check and drug and alcohol screening tests are conducted at Asplundh's expense and are essentially designed to establish a baseline of health pre-employment, and to determine whether you are properly able to carry out your duties, if employed by Asplundh.

<p>Do you agree to undergo a medical examination and drug and alcohol screening test?</p>	<p style="text-align: center;">Yes or No <i>If 'no', please give explanation here...</i></p>
<p>Do you consent to any health monitoring if applicable to the Job? (Refer HASE Act)</p>	<p style="text-align: center;">Yes or No <i>If 'no', please give explanation here...</i></p>
<p>Do you have any medical condition or injury (past or present) that might affect your ability to perform this job or that may be aggravated or further contributed to (now or in the future) by the tasks of this job e.g. allergies?</p>	<p style="text-align: center;">Yes or No <i>If 'yes', please enter details here...</i></p>
<p>Have you had any ACC claims?</p>	<p style="text-align: center;">Yes or No <i>If 'yes', please enter details here...</i></p>

Criminal Conviction Checking

If you are offered employment with Asplundh, the offer is made subject to a criminal conviction check which will be completed through the Ministry of Justice (if required for your role type). Please note that this check will be completed in accordance with the Criminal Records (Clean Slate) Act 2004. The criminal conviction check is conducted at Asplundh's expense and is a requirement for certain roles which are contracted to external companies. A criminal conviction will not necessarily exclude you from being considered for the position.

<p>Do you consent to such a criminal conviction check being completed about you?</p>	<p style="text-align: center;">Yes or No <i>If 'no', please give explanation here...</i></p>
<p>Have you ever been convicted of a crime in New Zealand or in any other country?</p> <p>Please note that under the Criminal Records (Clean Slate) Act 2004, you do not need to declare a New Zealand conviction if all of the following apply:</p> <ul style="list-style-type: none"> a) It has been 7 or more years since your most recent conviction and you have not reoffended; and b) You have never had a custodial sentence imposed upon you (including detention at home, in hospital or at any secure facility), and c) You have paid any fines/costs/compensation/reparation. <p>However, regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:</p> <ul style="list-style-type: none"> • You have ever been convicted of a sexual offence; or • You have ever been disqualified from holding a drivers license for repeat offending involving alcohol/drugs; or • The conviction was from overseas. 	<p style="text-align: center;">No or Yes <i>If yes, please give explanation here...</i></p>
<p>If you answered yes to the above, was this a confinement in nature?</p>	<p style="text-align: center;">No or Yes <i>If yes, please give explanation here, or contact the Human Resource Department if you wish to discuss this verbally...</i></p>
<p>Are there any charges against you yet to be heard?</p>	<p style="text-align: center;">No or Yes <i>If 'yes, please give explanation here...</i></p>

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DECLARATION

I _____ (full name) declare that when applying for this position to the best of my knowledge the answers in this application are correct and that all representations made by me, whether verbally or in writing, about my qualifications and experiences are true and correct.

I have not deliberately failed to disclose any matter which may materially influence Asplundh's decision to employ me.

I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated.

I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection can result in my loss of entitlement for any compensation from ACC.

I further understand that any offer of employment if made is conditional on a) my obtaining a full medical clearance through the Company's pre-employment medical and drug and alcohol screening procedure, b) on a satisfactory criminal conviction check through the Ministry of Justice (if required)

Full Name: _____
(Please print)

Signed: _____

Date: _____