

HALLS EMPLOYMENT APPLICATION



PERSONAL DETAILS

First Name: _____ Last Name: _____
 Other Given Names: _____ Date of Application: _____
 Current Address: _____
 Town/City: _____ Post Code: _____
 Home Phone: _____ Mobile Phone: _____
 Email: _____

DESIRED POSITION (if more than one, please indicate preference):

- | | | | |
|---|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Metro Driver | <input type="checkbox"/> Workshop Trade | <input type="checkbox"/> Store man | <input type="checkbox"/> Full Time |
| <input type="checkbox"/> Line haul Driver | <input type="checkbox"/> Management | <input type="checkbox"/> Dispatcher | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Milk Driver | <input type="checkbox"/> Administration | <input type="checkbox"/> Other | <input type="checkbox"/> Casual |

If other, please specify _____

If successful, when are you available to commence work? _____

RELEVANT QUALIFICATIONS/LICENCES (list licenses, classes, endorsements e.g. forklift, dangerous good etc):

Type and/or Class	License/Authority	Special Conditions	Expiry Date	Years Held

***PLEASE ENSURE 2 COPIES OF YOUR DRIVER'S LICENCE IS ATTACHED**

EMPLOYMENT HISTORY (List your past 3 positions with the most recent first and attach your Curriculum Vitae):

Employer Name	Position Held	Period of Employment	Reason for Leaving
1			
2			
3			

REFEREES (Please list 3 professional referees, preferably from your most recent jobs, which will provide work related references and for whom you give permission for the company to contact):

Referee Name	Contact Phone Number	Referee's Position Title	Your relationship with this person? Manager/Supervisor/ Team Leader	Were they your immediate boss?
1				
2				
3				

Have you ever worked for a 'Halls' related entity before? Yes No
 If yes, please provide details (dates, positions, reason for leaving) _____

Do you have any relatives or know anyone who currently works for a 'Halls' related entity? Yes No
 If yes, please provide details _____

Are you legally entitled to work in New Zealand? Yes No

Do you have a work permit? Yes No

If yes, it will be necessary to produce your passport and any work permits before any potential employees are offered a position with us.

DRIVING RECORD

Please note: Any employee may be charged with the responsibility of operating a company vehicle.

License Number: _____	Expiry Date: _____
Class: _____	
Have you ever had any license or permit suspended or revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been involved in a vehicle accident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been at fault in a road accident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detail all motor vehicle accidents you have been involved in during the past 5 years _____	

Have you ever been charged with drug or alcohol driving related offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide specific details: _____	

Have you been convicted of a traffic offence? (Excluding parking offences)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details _____	

Do you have any demerit points or conditions on your license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any cases pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details _____	

Do you have a current DOL Fork lift certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an F endorsement?	Yes <input type="checkbox"/> No <input type="checkbox"/>

As trust is an important aspect of any role at Hall's, please advise if you:

- (a) Have ever been convicted of any criminal offence that involves fraud, dishonesty or acts of assault or violence;
- (b) Are the subject of any present criminal investigation or prosecution which may affect your ability to carry out this role;
- (c) Have ever been sentenced to imprisonment.

Yes No

(Please note that under the Criminal Records (Clean Slate) Act 2003, you are not required to disclose certain offences.) We understand and respect an applicant's right to privacy and this information will only be used for the purpose of determining whether an applicant is suitable for employment.

If yes, please outline what convictions you have or are pending, and any comments on these you wish to make to support your application for employment with us: _____

APPLICANT DECLARATION

I, _____ **declare and authorize the following information:**

I do not have any commitments which may prevent me from attending Halls as a possible place of employment and no other commitments that may affect me working during the hours of work.

If there are commitments, please provide details _____

If my application is unsuccessful, I consent to the company retaining the information contained in this application form for a period of 12 months for the purpose of considering suitability for any other position that may arise with this company in the future.

I accept that if the company is not satisfied with the results from the following pre-employment checks and any relevant personal information, which is provided/obtained during the recruitment process, I may not be offered employment, or my employment with the company may be terminated:

- Reference Check
- Pre-employment drug testing
- Health assessment (where relevant to your ability to perform the position)
- Criminal history and check

I consent to the company conducting the above tests and checks and contacting any referees that I have provided. I agree that I will pay for any medical, I agree to attend, but ultimately not attended by my choosing.

I declare that the answers to the questions in this application, and any further information I may provide during the recruitment process, are true and correct and provide a balanced and complete view of the details relevant to my suitability for employment with Halls Group Ltd. I understand that any incorrect, misleading or omitted material information may disqualify me from appointment, or if appointed, that my employment with the company may be terminated.

Name: _____ Signature: _____ Date: _____

Can I conceal my convictions when I answer forms when travelling overseas or completing visa application forms?

No. Your clean slate does not apply when you deal with a foreign country or where it relates to a matter of foreign law (such as obtaining a visa, dealing with immigration and customs etc). The weight that is given to the conviction will be at the discretion of the country in question.

I am an employer. How does this law impact on what questions I can ask an applicant in an application form or an interview?

The law applies to employment and any other situation where an individual is asked about his/her criminal record (e.g. tenancy, insurance, and bank application forms).

It enables someone who meets the eligibility criteria to answer a question asked about his/her convictions or criminal record by stating that he/she has no criminal record.

It will be an offence for any person, without lawful authority, to require or request that an individual disclose their criminal record, when he/she is lawfully entitled not to. The maximum penalty for this offence is a fine not exceeding \$10,000.

What if I still want a copy of all of my convictions and not have them concealed?

Under the provisions of the Privacy Act 1993 you will still be able to request a copy of all information held about you by the Ministry of Justice. This will involve a written request to the Ministry of Justice.

How can I get more information?

A copy of the Criminal Records (Clean Slate) Act 2004 can be purchased from Bennetts Government Bookshops or downloaded for free from: www.legislation.govt.nz

Alternatively, you can seek independent legal advice from your solicitor or your local Community Law Centre.

This pamphlet is also available in Maori, Cook Island Maori, Samoan, Tongan and Niuean, and is available on the Ministry's web site.



**Criminal
Records
(Clean Slate)
Act 2004**

**What does it
mean for me?**



www.justice.govt.nz

November 2004

What does this law do?

The “clean slate” law will help you put your past behind you by giving you the right, in some circumstances, to withhold information about your convictions. To do so, you will have to meet a range of conditions to do with your conviction history. However, youth court outcomes, infringements, and overseas convictions are not “convictions” under the clean slate scheme, so will not be included when weighing up whether you qualify for a “clean slate”.

The Criminal Records (Clean Slate) Act 2004 will apply from 29 November 2004.

What conditions do I have to meet?

You must meet all conditions in Section 7 of the Act (a summary is set out below) before your convictions can be withheld. The Act should be consulted for full information.

You must have:

- no convictions within the last 7 years;
- never been sentenced to a custodial sentence e.g. imprisonment, corrective training, borstal;
- never been ordered by a Court following a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced;
- not been convicted of a “specified offence” (e.g. sexual offending against children and young people or the mentally impaired);
- paid in full any fine, reparation, or costs ordered by the Court in a criminal case;

- never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

How will I know if I meet the conditions?

The Act creates an automatic scheme – therefore, it will not be necessary to apply for a “clean slate”.

Once it comes into force, you can request a copy of your criminal record from the Privacy Assistant of the Ministry of Justice to see if you meet the conditions. If you are eligible under the scheme your convictions will be concealed. If your convictions remain on your criminal record, you do not meet the eligibility conditions.

You can get information about obtaining a copy of your criminal record and an application form from:

- (a) the Ministry of Justice website – www.justice.govt.nz
- (b) your local court; or
- (c) by writing to:

The Privacy Assistant
Ministry of Justice, National Office
PO Box 2750, Wellington

There are two situations where people who do not meet the criteria can apply to the Court to have a conviction disregarded: where there is a conviction for an offence that has been decriminalised; where a non-custodial sentence was imposed for a “specified offence”. You should seek legal advice about whether you can make an application in these circumstances.

What if I am convicted of another offence after I get a “clean slate”?

Having a “clean slate” is based on meeting the conditions set out above: if you later break the conditions you lose the right to a “clean slate” until the conditions are again met.

Are there any circumstances where my convictions will still be disclosed?

Sometimes, your convictions can continue to be disclosed (see Section 19). Examples include:

- if you apply for certain types of employment (e.g. a member of Police, prison or probation officer, national security positions, a judge, or JP) or roles involving the care and protection of children (e.g. foster parent)
- investigation and prosecution of further offences; and
- criminal or civil proceedings.

Where an “employment” exception applies the application form should explicitly state that all convictions must be disclosed, regardless of whether you are eligible for a “clean slate” at the time. In these situations all convictions must be disclosed on the application form and if your criminal record is disclosed by either the Ministry of Justice or the New Zealand Police your complete criminal record will be disclosed.

You should seek independent legal advice if you have any queries about whether a particular role fits within an exception to the legislation.

IN-CONFIDENCE WHEN COMPLETED

Priv/F2



Privacy Unit
Ministry of Justice
National Office
P O Box 2750
WELLINGTON

For Office Use Only
MoJ Request Number

REQUEST BY THIRD PARTY UNDER THE OFFICIAL INFORMATION ACT 1982 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE'S COMPUTER SYSTEMS

SECTION 1: SUBJECT'S AUTHORITY TO RELEASE INFORMATION TO A THIRD PARTY

I hereby authorise the Privacy Unit, Ministry of Justice, to release a copy of my personal information, to the undersigned Third Party, for the purpose of:

Pre-employment vetting

Insurance Claims vetting

Other (specify)

Tick the report required:

All convictions report Traffic Convictions Report

Signature of subject and date

X

X

I wish to receive a copy of the information provided to the Third party.

Yes / No

SECTION 2: THIRD PARTY DETAILS

Third Party Name Details

Full Name of Third Party

Halls Refrigerated Transport Ltd

Full name and address of the person or agency the third party is acting for (if applicable)

Third Party Reference Number (if applicable)

Tracey Kay

Third Party Address Details

P.O. Box or Street Address

P O Box 5

Suburb

Takanini

City

Auckland

State / Province

Post Code

2245

Country

New Zealand

Signature of Third Party

X

The term "subject" refers to the person whose criminal convictions is being requested.

The term "third party" refers to the requestor or ultimate intended recipient, such as an employer, insurance company, credit agency et cetera.

The Ministry of Justice will process this request as soon as is reasonably practicable, and in any case no later than 20 working days from receipt of this application.

This application and associated letters and reports will be disposed of three months after processing the response.

SECTION 3: SUBJECT'S DETAILS (Please print in pen)

Priv/F2

Personal Details

Surname	First Name	Middle Names (separate by comma)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (DD/MM/YYYY)	Place of Birth	Gender (Male / Female)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Names - Maiden Name, Aliases

Surname	First Name	Middle Names (separate by comma)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Address

P.O. Box or Street Address	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>

Current Residential Address

Street Address	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>
Daytime Phone Number	<input type="text"/>
Home Phone Number	<input type="text"/>
Fax Number	<input type="text"/>

Previous Two Residential Addresses

Street Address	<input type="text"/>	Street Address	<input type="text"/>
Suburb	<input type="text"/>	Suburb	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
State / Province	<input type="text"/>	State / Province	<input type="text"/>
Post Code	<input type="text"/>	Post Code	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>

SECTION 3: SUBJECT'S DETAILS (continued)

Priv/F2

Subject's Identification

Please attach a photocopy of the subject's identification. The identification may be a Driver Licence OR if subject does not hold a driver licence, a Passport. If subject has neither, the subject will need to complete Section 4.

Driver Licence

Passport

SECTION 4: PROOF OF IDENTITY

ONLY TO BE COMPLETED IF SUBJECT DOES NOT HAVE A DRIVER LICENCE OR PASSPORT
Subject to ask someone who can confirm their identity to fill in this section

The person who identifies subject must:

- have known subject for more than 12 months
- be aged 18 years or over
- have a day time phone number
- not be a relative
- not live at the same address
- be contactable during normal business hours

Surname	First Name	Middle Names (separate by comma)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street Address	Daytime Phone Number
<input type="text"/>	<input type="text"/>

Suburb	Home Phone Number
<input type="text"/>	<input type="text"/>

City	Fax Number
<input type="text"/>	<input type="text"/>

State / Province	
<input type="text"/>	

Post Code	
<input type="text"/>	

Country	
<input type="text"/>	

I declare that I have personally known:

Surname	First Name	Middle Names (separate by comma)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of identifier

for years and vouch for his/her identity

If subject is unable to get someone to complete Section 4, they must complete a statutory declaration. The relevant form can be obtained from the local District Court or by contacting the Privacy Unit on 04 918 8800.