



Application for Employment

Complete this application form, then click on the SUBMIT button at the bottom of this document.

Section One: Personal Information

First Name:	Last Name:
Home Address:	Work Address:
Home Phone:	Work Phone:
Mobile Phone:	Present Occupation:
Email Address:	Position Applied for:

Section Two: General

1) Please list any sports or hobbies you are involved with:		
2) Are you involved in any community organisations?		
3) Do you have any leadership experience?	Yes	No
4) Have you been employed by this company before?	Yes	No
5) Are you legally permitted to work in New Zealand?	Yes	No
6) If you were not born in New Zealand please state place of birth, Passport origin and number, and/or Visa Permit number.		
7) Are you able to work overtime?	Yes	No
8) Are you available to work shifts?	Yes	No
9) Are there any days of the week you are not available to work?		
10) Are you aware of any physical, mental or health conditions likely to affect the full performance of your duties, or that may be exacerbated or aggravated by the duties you may be required to perform?	Yes	No
11) Have you had any claims for compensation from ACC due to an accident in the last 5 years? If Yes, please provide more detail:	Yes	No
12) Do you give permission for the company to obtain further information relating to those accidents identified in Question 11 above from ACC?	Yes	No
13) Have you been convicted of any criminal offence?	Yes	No

14) What Current Drivers Licenses do you have?			
Car (None)	Car (Learners)	Car (Restricted)	Car (Full)
Forklift (None)	Forklift (1 to 4 Tonne)	Forklift (6 to 10 Tonne)	
Elevated Work Platform (No)	Elevated Work Platform (Yes)		
15) When would you be available to start work?			Date:

PLEASE NOTE THAT, FOR SAFETY REASONS, THE COMPANY WILL CONDUCT A PRE-EMPLOYMENT DRUGS TEST AND RESERVES THE RIGHT TO HAVE POST-INCIDENT, REASONABLE GROUNDS, RANDOM AND/OR POST REHAB DRUG OR ALCOHOL TESTING. REFUSAL TO PARTICIPATE OR A POSITIVE TEST COULD AFFECT EMPLOYMENT.

Section Three: Education & Qualifications

Where a CV or Resume is attached that provides this information in full, there is no requirement to complete this section.

Education				
Years	School or University	Form	Subject & Marks	Qualification

Qualifications		
1) Have you completed an apprenticeship? If Yes, in which trade with which company.	Yes	No
2) Have you passed Trade Certificate or equivalent?	Yes	No
3) Have you passed Advanced Trade Certificate or equivalent?	Yes	No
4) Give details of any other further Education or Professional Activities.		

Note: Please provide copies of your Qualifications as verification.

Section Four: Employment History

Please **fully** complete the summary below, accounting for all periods, including unemployment, and attach any further information you consider relevant. Where a CV or Resume is attached that provides this information, there is no requirement to complete this section.

	Name & Address of Employer	Position Held	Length of Employment	Reason for Leaving
1)				
2)				
3)				
4)				

Section Five: Medical Questionnaire

Do you currently suffer from any of the following, or have you in the past suffered from any of the following?

Medical		
1) High blood pressure	Yes	No
2) Back or neck pain or strain	Yes	No
3) Eyesight problems	Yes	No
4) Heart problems	Yes	No
5) Joint or cartilage problems	Yes	No
6) Skin rashes or dermatitis	Yes	No
7) Fear of heights	Yes	No
8) Fear of enclosed spaces	Yes	No
9) RSI or Overuse Syndrome	Yes	No
10) Arthritis or rheumatism	Yes	No
11) Allergies (dust, drugs, food etc)	Yes	No
12) Diabetes	Yes	No
13) Hepatitis (A, B or C)	Yes	No
14) Asthma	Yes	No
15) Epilepsy or seizures	Yes	No
16) Colour blindness	Yes	No
17) Have you ever had an injury that prevented you from working for more than one week or that required more than one week's medical treatment?	Yes	No
18) Have you ever had any illness or disease that prevented you from working for more than one week or that required more than one week's medical treatment?	Yes	No

19) Have you ever been refused employment due to injury or illness?	Yes	No
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Section Six: Self Appraisal of Skills

The following questionnaire is designed to indicate the range of skills you will bring to the company. The company does not expect you to have a detailed knowledge of all areas covered in this questionnaire, but rather needs an indication of what experience and knowledge you do have, so that you may be most effectively deployed in company operations.

The information is grouped in 3 Sections:

- 1) **General Skills:**
Skills that are spread over a wide range of general activities.
- 2) **General Trade Skills:**
Skills applicable across most of the company trade-related activities.
- 3) **Specific Trade Skills:**
Skills applicable in specific areas of company operations & activities.

Please take time to read and understand the following instructions carefully before starting.

Check all sections – there may be skills you have that apply to all areas.

NOTES:

A) Where there is a choice of answers (e.g. Yes/No), select the option that applies.

B) Where there is a space provided to type an answer, enter your relevant information and comments.

General Skills

Safety In The Workplace	Rating	
1) Current health and safety legislation and regulations		
2) Employee legal responsibility for safety		
3) Safe work practices in an engineering workshop		
4) Safe work practices on a construction site		
5) Hazard identification		
6) Permit to Work systems		
7) Fire safety		
8) Work in confined spaces		
9) Work at heights		
10) Safe manual handling techniques		
11) First Aid		
12) Basic electrical safety		
13) Have you ever undertaken any formal Safety Training? If Yes, please enter details below:	Yes	No

Quality Control	Rating	
1) Simple quality control techniques		
2) Standard operating procedures		
3) Principles of quality assurance		

4) Quality Standard ISO 9000		
5) Have you ever undertaken any formal training in Quality Control? If Yes, please enter details below:	Yes	No

Communication	Rating	
1) Express yourself clearly in writing		
2) Express yourself clearly by talking to others		
3) Participate in group discussions		
4) Conduct group discussions		
5) Have you ever undertaken any formal training in Communication Skills? If Yes, please enter details below:	Yes	No

Computing Skills	Rating	
1) Basic computer keyboard skills		
2) Microsoft Excel		
3) Microsoft Word		
4) Calculator		
5) Outline any other Computing Skills you have:		

Driving Skills	Rating
1) Car	
2) Heavy Trade Vehicle	
3) Forklift 1-4 tonne capacity	
4) Forklift 6-7 tonne capacity	
5) Telehandler	
6) Mobile Yard Crane	
7) Towing a Trailer	
8) Outline any other formal training undertaken:	

General Trade Skills

Calculation	Rating
1) Add, subtract, multiply and divide whole numbers, fractions and decimals	
2) Calculate simple areas and volumes	
3) Calculate complex areas and volumes	
4) Solve algebraic equations	
5) Apply basic geometry and trigonometry	
6) Use a standard electronic calculator	
7) Comments:	

Measurement	Rating
1) The basic units of engineering measurement	
2) Simple engineering measuring devices (Tape, Rule etc)	
3) Complex engineering measuring devices (Vernier, Micrometer etc)	
4) Calibration of engineering measuring devices	
5) Comments:	

Engineering Drawing	Rating
1) Draw simple engineering sketches	
2) Interpret engineering working drawings	
3) Calculate material take-offs from engineering drawings	
4) Use Computer Aided Drafting (CAD) software	
5) Comments:	

Engineering Materials	Rating
1) Basic engineering sections (Angles, Channels, RHS, Pipe)	
2) Characteristics of engineering materials (Steel, Alloys, Stainless, G300, BisAlloy, WearAlloy etc)	
3) Appropriate material to us in various applications	
4) Heat treatment of engineering materials	
5) Comments:	

Marking Out	Rating
1) Simple geometric shapes on plate or sheet (rectangles, triangles etc)	
2) Simple developments on plate or sheet (cones etc)	
3) Complex geometric developments	
4) Intersections and joins in structural sections (channels, RHS etc)	
5) Intersections and joins in pipes and tubes	
6) Position of cut-outs on cylindrical vessels	
7) Comments:	

Use and Care of Engineering Power Tools	Rating
1) Drill	
2) Angle Grinder	
3) Rota Broach	
4) Hydraulic Porta Power	
5) Comments:	

Use and Care of Engineering Powered Plant	Rating
1) Punching machine	
2) Mechanical cropper	
3) Power hacksaw	
4) Radial Drill (up to 25mm capacity)	
5) Radial Drill (over 25mm capacity)	
6) Guillotine (up to 3mm plate)	
7) Guillotine (over 3mm plate)	
8) Section rollers (RHS, pipe, channel angle etc)	
9) Plate Rollers (up to 12mm plate)	
10) Plate Rollers (over 12mm plate)	
11) Press brake	
12) Rotator (tank turning rolls)	

13) Positioner (manipulator)	
14) Comments:	

Thermal Cutting Processes	Rating
1) Thermal cutting with oxygen/fuel gas – Manual	
2) Thermal cutting with oxygen/fuel gas – Creeper Cutter	
3) Thermal cutting with oxygen/fuel gas – Mechanical Profile Cutter	
4) Thermal Cutting with Plasma Arc – Manual	
5) Thermal Cutting with Plasma Arc – Profile Cutter	
6) Comments:	

Specific Trade Skills

General Engineering	Rating
1) Interpret and build to isometric drawings	
2) Inspection requirements	
3) QA Systems – understand and use	
4) Comments:	

Welding	Rating
1) Safe work practices in welding	
2) Selection and care of welding consumables	
3) Welding – General and Structural steel with MMAW (Stick)	
4) Welding – General and Structural steel with GMAW (MIG)	
5) Welding – Alloy steels (Inconel, Chrome Moly) with GTAW/MMAW	
6) Welding – Pressure pipes/vessels to BS5500 or similar with GTAW/MMAW	
7) Welding – Stainless steel plate	
8) Welding – Stainless steel tube (Dairy work)	
9) Welding – Stainless steel pressure pipes and vessels	
10) Welding – Duplex materials	
11) Welding – Aluminium	
12) Current Welding Qualifications:	
13) List any other processes you are experienced in:	

Engineering Fabrication	Rating
1) Forming and shaping basic sections (pipe, RHS/SHS, channel)	
2) Forming and shaping medium plate (3mm to 16mm)	
3) Forming and shaping heavy plate (over 16mm)	
4) Use of dumpy level/theodolite	
5) Use of string lines and wires	
6) Alignment and assembly of structural steel sections	
7) Alignment and assembly of cylindrical vessels	
8) Joining and assembling pipe spool systems	
9) Comments:	

Engineering Machining	Rating
1) Use of machining equipment	
2) Lathe	
3) Milling Machine	
4) Set up machinery for production runs	
5) Set up computer numerical controlled (CNC) machining equipment	
6) Comments:	

Maintenance and Diagnostics	Rating
1) Diagnosing faults in machinery and equipment	
2) Dismantling, inspection and assembly of machinery and equipment	
3) Identifying and replacing bearings	
4) Identifying and replacing lubrication seals	
5) Lubrication systems	
6) Preventative maintenance systems	
7) Installation and alignment of machines and equipment	
8) Testing/commissioning machines and equipment	
9) Servicing of simple fluid power systems	
10) Bolt tensioning – Manual	
11) Bolt tensioning – Hydraulic	
12) Comments:	

Lifting & Slings	Rating
1) Use and care of basic rigging equipment – Web Sling	
2) Use and care of basic rigging equipment – Chain Sling	
3) Use and care of basic rigging equipment – Chain Block	
4) Use and care of basic rigging equipment – Lever Block	
5) Use and care of basic rigging equipment – Turfor	

6) Simple engineering rigging techniques		
7) Advanced engineering rigging techniques		
8) Dogman Certification - if Yes, what is your registration number:	Yes	No
9) Rigger Certification - if Yes, what is your registration number:	Yes	No
10) Level 5 Certificate	Yes	No
11) Comments:		

Scaffolding	Rating	
1) Basic scaffolding skills for erecting simple work platforms		
2) Advanced scaffolding skills for systems over 5mtrs high		
3) Erection of containment systems for industrial painting		
4) Hanging scaffolding		
5) Scaffolder Certification, if Yes, what is your registration number:	Yes	No
6) Level 5 Certificate	Yes	No
7) Comments:		

Engineering Stores	Rating	
1) General engineering tools and equipment		
2) Engineering fasteners		
3) Identification of personal protective equipment (PPE)		

4) Safe handling and storage of dangerous goods	
5) Comments:	

Further Comments
Note any further comments you wish to make in relation to the skills and experience you may be able bring to the Company.

Section Seven: Declaration

I declare that the information stated on this application is true, complete, and correct, and I understand that prior to any appointment, I may be required to undergo a test to demonstrate my ability relevant to the qualifications I hold, and/or a medical assessment of my current state of health in relation to the position for which I have applied.

I agree that:

- A. Any skills test or medical assessment prior to engagement will be conducted in my own personal time, with all other expenses relating to facilities, equipment materials, and medical expenses to be at the Company's cost.
- B. Validation of any qualifications by New Zealand Qualifications Authority will be at my own cost.
- C. The Company can conduct a pre-employment drugs test and post-incident, reasonable grounds, random and/or post rehabilitation drug or alcohol testing.

Signed: _____

Date: _____

Note: If this application is successful, a birth certificate or copy of passport will be required on engagement.

Click on the SUBMIT button below to email your application to Hornell Industries Ltd