



LEOPARD

Leopard Coachlines Ltd. • 26 Birmingham Drive, Middleton • PO Box 7353 Christchurch 8240 • Phone (03) 373 8100 • Fax (03) 381 1399 • www.leopard.co.nz

Application for Employment with Leopard Coachlines *Confidential*

The position you are applying for: _____

Your First Name: _____

Surname: _____

Are you known by any other names? yes no

If 'yes' what are they: _____

Your Date of Birth (DD/MM/YYYY): _____

Contact Details

Your Home Address: _____

Home Telephone Number: () _____

Other numbers you can be contacted on: () _____

Email Address: _____

Licence Details

Do you have a current New Zealand Driver's Licence? yes no

If 'yes', what class of Licence do you hold: _____

Your Licence Number: _____

Endorsements Held: _____

P Endorsement Expiry Date (DD/MM/YYYY): _____

Medical Expiry Date (DD/MM/YYYY): _____

Do you have any Demerit Points? yes no

Legal Work Status

Legal entitlement to work in New Zealand: yes no

New Zealand / Australian Citizen: yes no

Permanent Resident: yes no

Current Work Visa: yes no

Work Visa Expiry Date (DD/MM/YYYY): _____

Education

Name of the Secondary School(s) you attended:

_____	Years from _____ to _____
_____	Years from _____ to _____
_____	Years from _____ to _____
_____	Years from _____ to _____

Qualifications gained:

- School Certificate
- University Entrance
- Higher School/6th Form Certificate
- NCEA
- Other, please specify _____

Do you have any other qualifications, certificates, licenses or completed any courses? yes no
If 'yes' please specify: _____

Employment History

1. Name of your current or most recent employer: _____
Address: _____
Position Held: _____
Main Duties: _____

Number of hours worked per week: _____
Length of Service: _____
Reason for Leaving: _____

For the purposes of compliance with the Privacy Act 1993, do you consent to us contacting your present Employer for the purpose of reference checking? yes no

2. Name of the next most recent employer: _____
Address: _____
Position Held: _____
Main Duties: _____

Number of hours worked per week: _____
Length of Service: _____
Reason for Leaving: _____

Do you have secondary employment: yes no

If 'yes' please give details: _____

References

Supply the details for 2 people who have consented to be your referee.

1. Name _____
Position: _____
Address: _____
Phone: () _____

2. Name _____
Position: _____
Address: _____
Phone: () _____

I consent to leopard Coachlines Limited seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to Leopard Coachlines for the purpose of ascertaining my suitability for the position I am applying for. I understand that the information received by Urban Driving Solutions is supplied in confidence as evaluative material and will not be disclosed to me.

yes no

General

1. Are you prepared to work shifts if required to do so? yes no
2. Have you worked shifts before? yes no
3. Have you ever been convicted of a criminal offence? yes no
4. Are you awaiting a hearing of charges in a civil or criminal court of law? yes no
5. Have you made an ACC claim within the last 5 years? yes no
If 'yes' please give details: _____
6. Do you suffer from any conditions likely to be affected by the position you are applying for? (e.g. back, neck, leg or ankle injuries, bad circulation or stress-related problems): yes no
If 'yes' please give details: _____
7. Do you hold a current first aid certificate? yes no
8. Do you hold a current defensive driving certificate? yes no
9. What transport arrangements do you have to attend your place of employment?
10. Do you have a spouse, partner, relative or household member working with Leopard Coachlines or elsewhere in the transport industry? yes no

Pre-Employment Drug and Alcohol Testing

Pre-employment drug and alcohol testing is undertaken by all prospective employees. This is performed under common law as we have a statutory duty as an employer to;-

- provide a safe workplace
- ensure that employees have a "duty of obedience and reasonable behavior" and
- as per the general statutory duties on employers and employees under the Health and Safety in Employment Act 1992 and 2003 amendments.

Urine analysis is carried out, through a pre screen test, for illicit drugs which cause impairment such as cannabis and hashish, opiates (heroin and morphine), cocaine and amphetamines (such as ecstasy, speed, and 'p'). The results will be made to known to each applicant.

SHOULD THE TEST INDICATE A POSITIVE RESULT, EMPLOYMENT WILL NOT BE OFFERED.

Consent to perform Pre-Employment Drug and Alcohol Testing

1. I consent to undergo a Pre-Employment Drug and Alcohol Test to be undertaken by a collection agency nominated by Leopard Coachlines Limited. I acknowledge that the company requires this test for the purpose of determining whether I am properly able to carry out my duties if the company employs me.
2. I also agree to provide proof of identity, which will include my photograph, so that the company can forward it to the collection agency undertaking the Pre-Employment Drug and Alcohol Test.

I acknowledge that:

- A. I have read and understand the terms of this consent.

Signed: _____ Date: _____

Declaration

In submitting this application I declare that all the information I have supplied is true and correct.

I understand that if the Department of Courts discloses information to Leopard Coachlines or Urban Driving Solutions which proves the information that I have declared on this application to be false, then any job application or employment agreement that I may have with Leopard Coachlines or Urban Driving Solutions will be terminated.

I further understand that any job application or employment agreement with Leopard Coachlines or Urban Driving Solutions will be terminated if the Department of Courts discloses information that would destroy the basic necessary level of trust and confidence that underpins the employment relationship.

Signed: _____ Date: _____