Education / Qualifications Secondary School	Name:	Qualifications:	From:	To:
University / Polytech or Other				

Work History (please list most recent and work back)

Company Name:	Name of Referee:	Position of Referee:
Telephone:	Fax:	Email:
Your position / title:	Dates of employment:	Reason for leaving:
Description of Duties:		

Company Name:	Name of Referee:	Position of Referee:
Telephone:	Fax:	Email:
Your position / title:	Dates of employment:	Reason for leaving:
Description of Duties:		

Company Name:	Name of Referee:	Position of Referee:
Telephone:	Fax:	Email:
Your position / title:	Dates of employment:	Reason for leaving:

I hereby authorise Coverstaff and my present or past employers to give any information regarding my work, character or skills.

Signature of Applicant:..... Date:.....

Signature of Consultant:..... Date:.....

Short term staffing long term solutions

coverstaff
your people partner

COVER STAFF INTERNATIONAL
Permanent Application Form

First Name:	Middle Name:	Last Name:
Address:		Suburb:
Home Ph:	Work Ph:	Mobile:
Email:		

Education / Qualifications

Are you LEGALLY Entitled to work in New Zealand?

YES / NO

Visa Number:

Are you Seeking? Please Circle

FULL TIME WORK / PART TIME WORK
SHIFT WORK

Health Status

Do you have any disability, condition, injury or illness which may affect you doing any particular type of work? YES / NO

If your answer is "yes" please state

General	Yes	No
Do you have a current Drivers Licence?		
Do you have a car available to you?		
Are you available for temporary work?		

Available for Work

From (please state)

Expected Salary Range

From $ to $
Please circle: Per Annum

Spouse/Partner's Employer & Occupation
(This is to avoid possible conflict of interest)

Have you got any Criminal Convictions?

If so, please discuss relevance to work desired with your consultant before specifying YES / NO

Payroll

- ☐ ACE Payroll
- ☐ Attache
- ☐ Caspay
- ☐ IMS
- ☐ Kalamazoo
- ☐ Payroll Plus
- ☐ Payroll size 10
- ☐ Payroll size 50
- ☐ Payroll size 100
- ☐ Payroll size 150+

Computer Skills

- ☐ Word
- ☐ MYOB
- ☐ Excel
- ☐ Powerpoint
- ☐ Outlook
- ☐ Access

Accounts

- ☐ Debtors
- ☐ Creditors
- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Credit Control
- ☐ Balance Sheets
- ☐ General Ledger
- ☐ Reconciliations
- ☐ Purchasing
- ☐ Year End Accounts
- ☐ Trial Balance
- ☐ Inventory Control
- ☐ MYOB
- ☐ Sage

Positions

- ☐ Administration Officer
- ☐ Filing
- ☐ Receptionist
- ☐ Call Centre
- ☐ Customer Service
- ☐ Tele Sales
- ☐ Word Processor
- ☐ Typist
- ☐ Typing 30 – 50 WPM
- ☐ Typing 51 – 80 WPM
- ☐ Typing 81 + WPM
- ☐ Dicta Typing
- ☐ Stenographer
- ☐ Data Entry Operator
- ☐ Data Entry 2000 – 5000 ksph
- ☐ Data Entry 5001 – 10,000 ksph
- ☐ Data Entry 10,000 + ksph
- ☐ Data Entry 10,001 + ksph
- ☐ Executive Assistant
- ☐ Personal Assistant
- ☐ Secretary
- ☐ Legal Secretary
- ☐ Medical Secretary
- ☐ Accounts
- ☐ Accounts Clerk
- ☐ Desk Top Publisher

I acknowledge that this information will only be used in securing me work, and will not be divulged unless necessary to secure such work. Under the Privacy Act, I have the right to access personal information Coverstaff holds about me.
I CERTIFY THAT ALL INFORMATION GIVEN BY ME IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

Signed:	**Name:** (please print)
Date:	**Consultant Name:**

OFFICE USE ONLY CANDIDATE DETAILS		
FT No:		
Dates:	Registered	Archived
VRC's BA / A / AA		

OFFICE USE ONLY PLACEMENT DETAILS		
Company		
Order No:	Placed Date	Start Date
Salary		

This form is confidential and the contents therefore the property of Coverstaff & only to be used in conjunction with it's business.