



**PEMBROKE PATISSERIE APPLICATION FOR EMPLOYMENT**

Thank you for your interest in joining our team.  
Please complete all parts of this application form to the best of your ability.

It will be used to assess your suitability for the position you are applying for.  
By filling out this form, you consent to the processing of your personal data in accordance with the Privacy Act 2020.

**PRIVACY STATEMENT**

We collect personal information from you, including information about your identity, contact details, work eligibility, education, and work history. We collect your personal information to assess your suitability for employment. Providing some information is optional. If you choose not to provide the necessary personal information, we'll be unable to process your application. We keep your information safe by storing it in encrypted files and only allowing certain staff to access it. We keep your information for a period of 6 months at which point we securely destroy it by shredding or deleting from network drives and emptying trash. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [eat@pembrokepatisserie.co.nz](mailto:eat@pembrokepatisserie.co.nz)

**PERSONAL INFORMATION**

NAME

PREFERRED NAME

EMAIL

PHONE NUMBER

ADDRESS

**POSITION YOU ARE APPLYING FOR (SELECT ONE)**

KITCHEN

FRONT OF HOUSE

INTERNSHIP (UNPAID)

**WHERE DID YOU SEE THE POSITION ADVERTISED?**

PEMBROKE PATISSERIE WEBSITE

WANAKA JOBS FACEBOOK PAGE

INSTAGRAM

UPPER CLUTHA MESSENGER

TRADE ME JOBS

SEEK

OTHER

IF OTHER, WHERE?

**ARE YOU LEGALLY ENTITLED TO WORK IN NEW ZEALAND?**

YES

NO

**IF YOU ARE NOT A NEW ZEALAND CITIZEN, DO YOU HAVE A VALID WORK VISA?**

YES

NO

N/A

VISA TYPE

EXPIRY DATE



**WHEN ARE YOU AVAILABLE TO START?**

DATE

**AVAILABILITY:**

ARE YOU SEEKING WORK...

FULL-TIME

PART-TIME

CASUAL

**WE ARE A 7 DAY A WEEK BUSINESS.**

PLEASE LIST THE DAYS YOU ARE AVAILABLE TO WORK:

WEEKDAYS ONLY

WEEKENDS ONLY

AVAILABLE ANY DAY

**WHAT ARE YOUR WAGE EXPECTATIONS?**

**ARE YOU IN WANAKA CURRENTLY?**

YES

NO

**HOW LONG DO YOU INTEND TO STAY IN WANAKA?**

<3 MONTHS

3-6 MONTHS

CASUAL 6-12 MONTHS

LIVE HERE PERMANENTLY

**WHY SHOULD WE HIRE YOU FOR THIS ROLE?**

MAX 200 WORDS.

**WORK EXPERIENCE**

PLEASE LIST YOUR CURRENT OR MOST RECENT EMPLOYER FIRST.

JOB 1	EMPLOYER
	POSITION
	DATES OF EMPLOYMENT

JOB 2	EMPLOYER
	POSITION
	DATES OF EMPLOYMENT

JOB 3	EMPLOYER
	POSITION
	DATES OF EMPLOYMENT



## **CRIMINAL CONVICTIONS**

In New Zealand, under the Criminal Records (Clean Slate) Act 2004, you are not required to disclose certain criminal convictions if you meet all the conditions of the Act.

This section is applicable only if the nature of the job requires it, and such inquiries are compliant with the Criminal Records (Clean Slate) Act 2004 and the Human Rights Act 1993.

### **DO YOU HAVE ANY CRIMINAL CONVICTIONS THAT YOU ARE LEGALLY REQUIRED TO DISCLOSE, OR ANY CHARGES PENDING?**

YES                      NO

IF YES, PLEASE SPECIFY THE NATURE OF THE OFFENCE AND THE DATE OF THE CONVICTION OR PENDING CHARGE:  
MAX 100 WORDS

## **HEALTH AND FITNESS FOR THE JOB**

The following questions are asked to determine whether you are able to perform the intrinsic duties of the job and whether any reasonable accommodations are required.

*Note: You are not obliged to disclose medical conditions unless it directly affects your ability to perform job-related tasks, or unless you choose to disclose for the purpose of seeking reasonable accommodations.*

### **DO YOU HAVE ANY MEDICAL CONDITIONS THAT MAY AFFECT YOUR ABILITY TO PERFORM THE ROLE YOU ARE APPLYING FOR?**

YES                      NO

IF YES, PLEASE SPECIFY THE NATURE OF THE CONDITION AND WHETHER YOU REQUIRE ANY SPECIAL ACCOMMODATIONS: MAX 100 WORDS

## **NEGATIVE EMPLOYMENT HISTORY**

You are not obliged to disclose any information regarding previous disciplinary processes if they are not relevant to the role you are applying for. However, you may be asked about your disciplinary history in previous employment if it is relevant to the requirements of the job for which you are applying.

### **HAVE YOU EVER BEEN SUBJECT TO A DISCIPLINARY PROCESS IN A PREVIOUS ROLE THAT IS RELEVANT TO THE POSITION YOU ARE APPLYING FOR?**

YES                      NO

IF YES, PLEASE PROVIDE DETAILS: MAX 100 WORDS



## **ADDITIONAL INFORMATION**

PLEASE USE THE SPACE BELOW TO PROVIDE ANY ADDITIONAL INFORMATION THAT SUPPORTS YOUR APPLICATION:  
MAX 200 WORDS

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND DO NOT DISCRIMINATE IN EMPLOYMENT DECISIONS BASED ON RACE, COLOUR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, OR ANY OTHER PROTECTED CLASS.**

## **DECLARATION**

I declare that the information provided in this application is accurate and complete to the best of my knowledge and I understand that any false or misleading information may be grounds for not hiring me or for dismissal if I am employed. I acknowledge my rights under the Privacy Act 2020 regarding my personal information

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SIGNATURE

