

## A. Personal Information

State your **full legal name** as it appears on your birth certificate or passport

First name			
Preferred name		Middle name	
Surname			

If you have changed your name by marriage, civil union, deed poll, or statutory declaration, you may be registered with The New Zealand Qualifications Authority under your previous name. Please state your previous name(s) and attach verified documents.

Previous full legal name(s)

Gender: Male  Female  Gender Diverse

Date of birth:  NZQA or National Student Number (NSN) (if known)

If under 16 at the time of signing supply a MOE Exemption number

House Number:  Street:

Suburb:  City/Town:  Postcode:

Work phone:  Home phone:

Mobile:  Email:

### 1. Ethnicity (Tick the ethnic groups that you belong to for statistical purposes)

<input type="checkbox"/> NZ European/Pakeha	<input type="checkbox"/> NZ Maori*	<input type="checkbox"/> Italian	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other European
<input type="checkbox"/> African	<input type="checkbox"/> Dutch	<input type="checkbox"/> Japanese	<input type="checkbox"/> South Slav	<input type="checkbox"/> Other Pacific Nation
<input type="checkbox"/> Australian	<input type="checkbox"/> Fijian	<input type="checkbox"/> Korean	<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Other Southeast Asian
<input type="checkbox"/> British/Irish	<input type="checkbox"/> Filipino	<input type="checkbox"/> Latin American	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Other
<input type="checkbox"/> Cambodian	<input type="checkbox"/> German	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Tongan	<input type="text"/>
<input type="checkbox"/> Chinese	<input type="checkbox"/> Greek	<input type="checkbox"/> Niuean	<input type="checkbox"/> Vietnamese	
<input type="checkbox"/> Cook Island Maori	<input type="checkbox"/> Indian	<input type="checkbox"/> Polish	<input type="checkbox"/> OtherAsian	

\*Iwi: If you selected NZ Maori above, please state the name(s) of all your iwi:

I don't know  I don't identify with an iwi

### 2. Education

Last secondary school attended in New Zealand

Last year at secondary school

OR – if you did not attend secondary school in NZ then please state the overseas country where you went

If English is not your main language what is?

#### i) Highest secondary school qualification achieved (tick one)

<input type="checkbox"/> No formal secondary school qualification	<input type="checkbox"/> NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> Overseas qualification (includes International Baccalaureate & Cambridge Exams) <b>Please attach</b>
<input type="checkbox"/> 14 or more credits at any level	<input type="checkbox"/> NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> NCEA Level 1 or School Certificate	<input type="checkbox"/> University Entrance	

Have you achieved 10 NCEA credits at level 2 or more in the following: (please tick)

Maths  English  Physics OR General Science

#### ii) Highest tertiary qualification achieved (tick one)

What was the first year you enrolled in tertiary education?

<input type="checkbox"/> No Qualification	<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Masters Degree	<input type="checkbox"/> Postgraduate Diploma/Certificate, Bachelor Honours
<input type="checkbox"/> Certificate. If yes, in what & which level?			<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> Diploma. If yes, in what & which level?			

### 3. Residency and Citizenship (Please tick one and complete Visa details if Other is selected)

To apply for Electrotechnology; Plumbing, Draining and Gasfitting; Roofing; and Scaffolding you **MUST** provide Passport number and expiry date or birth certificate.

<input type="checkbox"/> NZ Citizen	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Other (fill out Visa below) <input type="text"/>
<input type="checkbox"/> NZ Permanent Resident	<input type="checkbox"/> Australian Permanent Resident	<input type="checkbox"/> Work Visa Expiry date <input type="text"/>

#### 4. Applicant proof of Identity (Complete all fields)

**i) If you hold a NZ Passport or NZ Drivers License or NZ Full Birth Certificate** (only if issued after 1998) please provide the number below, you do not need to provide a copy. **Note** passports must not be expired for more than two years.

*NZ Passport Number	<input type="text"/>	Expiry Date (dd/mm/yyyy)	<input type="text"/>
OR - Birth Certificate Unique Identifier Number (if issued after 1998):	<input type="text"/>		
Drivers License Number	<input type="text"/>	Version	<input type="text"/>

**ii) If you DO NOT hold a NZ Passport or NZ Drivers License or a NZ Full Birth Certificate** (issued after 1998), please provide a VERIFIED COPY of the following

1	*Overseas Passport	2	Overseas Birth Certificate	3	NZ Citizenship Certificate
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Note : A verified document is a photocopy signed as a true and accurate copy of the original. This can be verified by a Justice of the Peace, NZ Police or a Skills authorised verifier only.

\*NZ OR Overseas Passports must not be expired for more than 2 years and must have not been cancelled. Australian passports do not require visas. Photo ID accepted is NZ or overseas driver's license, 18+ card and NZ student ID.

#### 5. Learning skills assessments

The training will contain some learning skills assessments that may include literacy and numeracy.

Have you completed a reading or numeracy assessment? Yes  No  Don't know

If yes, please specify Reading  Numeracy  Other  Who with?

Do you have a difficulty that may affect your ability to learn? Yes\*  No

If yes, please specify

\*If you have difficulties, extra learning support may be available.

#### 6. Please list your current status

<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Private training student	<input type="checkbox"/> Wage or salary worker	<input type="checkbox"/> Self-employed
<input type="checkbox"/> Polytechnic student	<input type="checkbox"/> Wananga student	<input type="checkbox"/> Casual Employment	<input type="checkbox"/> Beneficiary
<input type="checkbox"/> College of Education student	<input type="checkbox"/> University student	<input type="checkbox"/> Overseas	<input type="checkbox"/> Non-employed
<input type="checkbox"/> Currently in a Training Agreement although without an employer	<input type="checkbox"/> Currently employed but not in a Training Agreement		

#### 7. Apprenticeship

**Please ensure you supply your CV when submitting this form.**

Which of the trades would you like to work in? You can name and rank up to three: Electrotechnology; Plumbing, Drainlaying; Gasfitting; Roofing; Scaffolding; and Electronic Security

A.  B.  C.

Why do you want to do an apprenticeship?

What interests and hobbies do you have?

Have you been involved with any school related trade programmes? E.g. Bright Sparks, Work Ready Passport, Gateway, WorkChoice, STAR, trade academy's etc.

Have you been involved with any non-school related trade programmes? E.g. Youth Hub, Youthful, Joyful, etc

List at least two referees we can contact to ask questions about you:

Name:  Contact:

Name:  Contact:

Have you completed a pre-trade course? Yes  No

Provider name:

Course name:  Course level:

1. Are you currently attending a course with a polytechnic/training provider? Yes  No

Provider name:

Course name:  Course level:

2. Have you applied to a Group Training Scheme: eg: Etco, Masterlink, ATT, Other, please name

## 8. Trade Conditions

*An apprenticeship can be physically challenging.*

Do you have any physical limitations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any health or medical conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have issues with colour vision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do all your senses function normally (smell, sight, touch, hearing, taste)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you ok working in tight spaces, in ceiling spaces, underfloors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you comfortable working at heights?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you ok working outside (in rain, sun etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 9. Experience

Do you have any experience working in the trades? Yes  No

Which trade(s)?

Describe what type of work?

Have you been or currently in a training agreement (apprenticeship)? If yes, Who with.

Do you hold any NZ or overseas trade qualifications?

Work experience is a great way for a potential apprentice and potential employer to assess one another and help determine suitability to the trade as well as a fit within the business. Work experience may or may not be paid by an employer.

Are you willing to offer yourself for work experience to a potential employer? Yes  No

## 10. Health & Safety

*All employers are required to supply Personal Protective Equipment (PPE) to their employees as a condition of employment. Although not a requirement it may make it easier to do work experience if you have your own. Do you have any of the following items?*

Steel capped safety shoes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hearing protectors (Earmuffs)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Safety Glasses	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Viz Jacket	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Safety gloves	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Kneepads	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any health and safety unit standards or endorsements e.g. Site Safe?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any first aid unit standards or endorsements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 11. Status

*Depending on the nature of the apprenticeship and company employed by, you may be required to work in multiple locations or be based from one location.*

What regions/areas would you like to work? e.g. near where you currently live?

Would you consider relocating to another region/area for an apprenticeship? Yes  No

If yes, Where?

In general, how far would you consider travelling to work? e.g. up to 50km

Do you have access to a vehicle to get to and from work?

When are you available to start an apprenticeship?

Do you have any criminal convictions? Please state if so

Are you prepared to undergo a medical examination? (at a potential employer's cost)

Are you prepared to undergo a drug test? (at a potential employer's cost)

## B. Declaration (Complete all fields)

Please confirm by ticking the box that you give your permission to share these details with a potential employer:  
*Skills will not share your details with any other third party*

Yes  No

How did you find out about us?

I agree to the Terms & Conditions below

Yes  No

Have you submitted your CV?

Yes  No

### Signed by the Applicant

I confirm that the information supplied is true and correct and that I have the legal right to work in New Zealand during the length of an apprenticeship.

Applicant signature

Date

Skills may send you promotional materials to keep you informed about resources and other available programmes.  
If you do not wish to receive any promotional material please tick this box

### Terms & Conditions

1. Skills will make every endeavour to match an Applicant for an apprenticeship, who meets the criteria for applying to the Job Match Programme, to an appropriate Employer.
2. Skills makes no guarantee of a Job Match to either an Applicant or an Employer.
3. The Job Match Programme will last up to the time the Applicant enters into an Individual Employment Agreement and/or Training Agreement with an Employer.
4. The Job Match Programme will last up to the time the Applicant enters into re-employment, if already in a Training Agreement.
5. You are not eligible if you are already employed in an apprenticeship.
6. An Applicant agrees to undergo assessments as relevant to Job Match that may be necessary to proceed with the Job Match process.
7. An Applicant will keep Skills informed of any changes to their status that may impact on their ability to be in the Job Match Programme.
8. The Applicant or Employer, at any time, can tell Skills they no longer want to be in the Job Match Programme.
9. Skills understands that the Applicant and Employer are free to continue their own search for an employer/employee while participating in the Job Match Programme.
10. Once the application process has started Skills, at its sole discretion, reserves the right to not proceed with Job Match with either an Applicant or an Employer.
11. Regardless of anything else in these Terms and Conditions, Skills will not be liable under or in connection with the Job Match Programme up to and after an Applicant enters into an individual employment agreement with an Employer for any indirect or consequential loss or damage, or any loss of profits, loss of revenue or loss of contract, service, opportunity, reputation or goodwill.
12. The Applicant, the Employer and Skills agree that any personal information obtained by the Applicant, Employer or Skills in relation to the Job Match Programme may only be collected, held, used and distributed in accordance with the Privacy Act 1993 or any replacement legislation.
13. By agreeing to these terms and Conditions the Applicant and Employer consent to the use of their personal information supplied to Skills in relation to the Job Match Programme.

**The Job Match Process is free. i.e. Job Match is not related to, or will cover, any apprenticeship expense, fee or cost.**

**Terms & Conditions may change at any time**

#### Skills use only

Administration notes