

DORMER CONSTRUCTION LTD – JOB APPLICATION FORM

NAME: _____ DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

POSITION APPLYING FOR: _____

POTENTIAL START DATE: _____

COPY OF DRIVERS LICENCE ATTACHED: YES / NO
ENDORSEMENTS: _____

EMPLOYMENT HISTORY

1. PREVIOUS EMPLOYER: _____

CONTACT DETAILS: _____

EXPERIENCE: _____

2. PREVIOUS EMPLOYER PRIOR TO ABOVE: _____

CONTACT DETAILS: _____

EXPERIENCE: _____

QUALIFICATIONS – LIST QUALIFICATIONS/CERTIFICATES (SIFTE SAFE/FIRST AID)

PLEASE COMPLETE THE BELOW REGARDING LEGAL WORKING CONDITIONS FOR EMPLOYMENT. PLEASE NOTE WE CAN NOT OFFER SPONSORSHIP FOR EMPLOYMENT. WE CAN OFFER EMPLOYMENT FOR NZ CITIZENS & PERMANENT RESIDENTS ONLY or EMPLOYMENT IF YOU HOLD A CURRENT WORKING VISA THT HAS ATLEAST SIX MONTHS OF PERMIT BEFORE EXPIRATION DATE.

LEGAL ENTITLEMENT TO WORK	Y	N
ARE YOU A NEW ZEALAND CITIZEN		
ARE YOU A NEW ZEALAND OR AUSTRALIAN RESIDENT		
DO YOU HAVE A CURRENT WORKING VISA - IF SO PLEASE ATTACH		

MEDICAL HISTORY (Tick box which applies and provide details where required)

DO YOU SUFFER OR HAVE YOU HAD?	YES	NO	NOTES
Asthma			
Bronchitis			
Dermatitis			
Hernia			
Back Injury or Strain			
Blackouts or seizure of any kind			
Do you wear corrective eye lenses			
Earache, deafness			
Skin infections			
High blood pressure			
Heart problems			
Diabetes			
Any allergies (e.g. insect stings)			
Colour blindness			
Occupational overuse syndrome			
ARE YOU TAKING ANY DRUGS OR MEDICINE?			

If yes, give details: _____

HAVE YOU HAD ANY ACC CLAIMS IN THE PAST 5 YEARS (Please list below)			
--	--	--	--

HAVE YOU HAD A SIGNIFICANT MEDICAL CONDITION IN THE LAST TWO YEARS			
---	--	--	--

Please give details about any injury, other ailments or disease which may effect your performance, or which the employer / company should know about.

(Please circle)

I do / do not give consent for Dormer Construction Ltd to contact a previous employer.

If not please provide two other work referees:

CONTACT DETAILS: _____

Position with Company: _____

CONTACT DETAILS: _____

Position with Company: _____

YES NO

HAVE YOU HAD A SIGNIFICANT MEDICAL CONDITION IN THE LAST TWO YEARS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

DO YOU HAVE ANY PENDING CONVICTIONS THAT MAY AFFECT ON YOUR EMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

IS THERE ANY PERSONAL CIRCUMSTANCES or COMMITMENTS THAT WE NEED TO BE AWARE OF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

I declare that all the above information is correct and complete.

Signature:.....DATE:.....

APPLICATION CHECK – please ensure you have completed & supplied the following supporting documentation with employment application.	Applicant check ✓/x	DCL Check (attached for reference) ✓/x
Drivers licence & endorsements	<input type="checkbox"/>	<input type="checkbox"/>
Current CV	<input type="checkbox"/>	<input type="checkbox"/>
Completed employment history	<input type="checkbox"/>	<input type="checkbox"/>
Referee section completed	<input type="checkbox"/>	<input type="checkbox"/>
Signed application declaration and D&A Policy	<input type="checkbox"/>	<input type="checkbox"/>
If applicable work visas/permits supplied	<input type="checkbox"/>	<input type="checkbox"/>
Any further documentation to support position	<input type="checkbox"/>	<input type="checkbox"/>

ALL RECORDS OBTAINED WILL REMAIN STRICTLY CONFIDENTIAL BETWEEN DORMER CONSTRUCTION LTD AND THE EMPLOYEE

Dormer Construction Ltd is committed to providing an environment that ensures the health and wellbeing and safety of all its workers by implementing a Drug & Alcohol-free workplace that complies with the Health and Safety Act 2015.

To achieve its objective of providing a safe and healthy workplace and the wellbeing of staff Dormer Construction Ltd will identify and manage hazards and the risks within the workplace. The presence of illicit drugs and alcohol within the body above screening levels and requirements represents and poses a hazard to the safety of the individual and others within the workplace.

The overall objective is to provide for a drug and alcohol-free workplace, ensuring no employee is not impaired affecting their ability to perform their duties in a safe, productive, and healthy manner, reducing accidents, incidents and near misses in the workplace.

The use of any drug whether it be illicit or prescription and or any other substances such as alcohol can affect the persons ability to carry out their work, the use of drugs and alcohol at work can put other workers safety at risk. This policy forms an integral part of Dormer Constructions safety programme.

The definition of a Drug:

"A drug is a substance (not food) which, when introduced into the body, creates a change in perception and / or in mood/ or how the body functions"

The possession, use or supply of illegal drugs is not acceptable when on company time, vehicles or sites controlled by Dormer Construction Ltd.

Under the Health and Safety Act 2015, any co-workers who believes that a worker is abusing drugs or alcohol in the workplace has an obligation to report this as soon as possible to their supervisor or manager. All reported allegations will be treated as confidential.

Any use of drugs/and or alcohol will be regarded as serious misconduct when it affects a worker's performance whether the drug or alcohol use occurs at work or outside of work hours and when it is detected above the relevant screening cut off concentrations.

Other types of behaviour will be considered as ***serious misconduct***, including:

- ❖ Taking, selling, supplying or being in possession of drugs and or alcohol at work
- ❖ Being under the influence of drugs and alcohol while at work, as confirmed by the results of a specimen test
- ❖ Unauthorised consumption of alcohol or drugs, unless prescribed and the medication has no adverse effects.
- ❖ Having any banned substance in the body and confirmed by a positive test
- ❖ Tampering with samples used for drug and alcohol testing
- ❖ Refusing, without good reason, to undergo a drug or alcohol test when required in accordance with this Policy

Individuals employed by Dormer Construction Ltd, maybe required to undergo a drug and alcohol test in the following circumstances below. Consent to provide a Urine, Blood test or hair follicle sample for the purpose of testing for unauthorised drugs or alcohol in the following circumstances:

- **Pre-Employment testing**, successful applicants will be required to pass a drug and alcohol test following a conditional offer of employment
- **Post-accident/incident**, in an event of incident causing harm or potential harm all workers maybe subject to under go testing regardless of whether harm actually resulted or An incident or accident that involves damage to property, vehicles, machines, plant, equipment or human harm. This is not restricted to or limited to any other safety breaches or site safety issues identified onsite.
- **Reasonable cause**, an employee maybe asked to undergo a drug & alcohol test where their actions, appearance, behaviour or conduct reasonably causes Dormer Construction Ltd to suspect that drugs or alcohol may be impacting their ability to work safely, effectively and maintain a safe working environment for others.
- **Random testing**, all employees working in a safety sensitive area/project, are subject to unannounced random testing.

All testing is carried out at the employer's expense, and to the appropriate standards of AS4760:2006 governing procedures for specimen collection, quantitation, and detection of drugs in oral fluid; ASNZS4308:2008 governing procedures for specimen collection, quantitation, and detection of drugs through urinalysis and AS3547:1997 governing breath alcohol testing.

Drugs pre-employment testing shall be carried out using urinalysis. In the case of random, post incident/accident and

reasonable cause testing will also be urinalysis or where applicable oral fluid testing. Where this is the situation, a senior employee must accompany a senior staff member to the nearest medical facility if the testing is not carried out onsite. Consent and proof of identity must be provided at time of specimen test.

Mandatory stand down will be applicable to any pending laboratory results. Any results returning nonnegative screening for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmation results. Following this, if the employee returns a specimen sample drug or alcohol confirmed nonnegative laboratory result, the worker will be asked to attend a meeting to have the opportunity to explain the result.

Alcohol testing will be completed onsite buy breath scan machine using an approved testing device that is certified for calibration. Testing to be completed by trained personnel. Where a positive test is returned a second breath test will be carried out after 15minutes with the candidate remaining in presence of the trained personnel carrying out the test until the test is confirmed and completed. The threshold level; will be equivalent of zero alcohol tolerance.

It is the discretion of the Employer to request the testing to take place to ensure the safety and wellbeing of all on Site. Employees consent to release the results to Dormer Construction Ltd, for the purpose of determining their suitability for continued employment, results of the test will be made available to the employee at the time.

Workers returning a positive test result will be given the opportunity at the employer's discretion to join an approved drug and alcohol rehabilitation programme at the employees cost, to remain in employment. Between both parties they will agree upon the term of rehabilitation programme, costs associated with programme and the commitment required by the employee to undertake and successfully complete the agreed programme. Where the employee fails to complete the programme and return a negative drug/ or alcohol test they will be dismissed.

Employees also acknowledge that when employed by Dormer Construction Ltd they will not be offered rehabilitation in circumstances where disciplinary action would be justified.

Dormer Construction Ltd have committed to a Drug and Alcohol-free workplace which is influencing a Zero Harm workplace.

I also agree to any conditions of any future drug and alcohol policy

Signature: