



# Z Application form

We're thrilled you want to join our team! We want to find out all about you so, please fill in each section of the form and then email or drop it into the Z station you'd like to be part of.

## 1 – Tell us about yourself

Last name		First name	
Other names		Preferred names	

Address			
Home phone number		Mobile phone number	
Email address			

Date of birth		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Are you a permanent New Zealand citizen or resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, do you hold a working visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Expiry date of visa	
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What position are you applying for? (You can tick more than one box).	<input type="checkbox"/> Customer Service Representative
	<input type="checkbox"/> Customer Service Representative – Night Shift
	<input type="checkbox"/> Forecourt Concierge
	<input type="checkbox"/> Barista

Which Z site would you like to work at?	
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## 2 – What does 'customer focus' mean to you?

What does great customer service mean to you? How would you show the 'Z Factor' to deliver on our customer promise of Fast, Friendly, and Hassle-free service?



### 3 – When can you work?

Please fill in the table below with the days and times you would be able to work for Z.

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hours	Start							
	Finish							

Could you do a night shift (usually 11pm to 7am) if needed?

Yes  No

Can you come to work at short notice (say 1-2 hours) if we need you?

Yes  No

Would you work extra hours if we gave you at least one day's notice?

Yes  No

### 4 – What are you good at?

Note: You'll need to provide written evidence of your qualifications if we ask for it.

What's the highest qualification you've received?

What school or institute did you get it from?

When did you get it?

Are you currently studying (at school or a tertiary institute)?

Yes  No

Tell us about your studies and qualifications.

School or institution	Years you went there	Full or part-time	Subjects studied and grades received

What do you like to do for fun? Please list some of your hobbies and interests.



## 5 – Have we met before?

Have you worked at a Shell, Caltex, or Z service station before?  
If yes, please give us more info below.

Yes  No

Date you started

Date you finished

Name of service station

Name of Retailer

Why did you leave?

Have you applied for a job at a Shell, Caltex, or Z service station before?  
If yes, please give us more info below.

Yes  No

Position you applied for

Name of service station

When you applied

## 6 – What experience do you have?

Who else have you worked for? (Tell us about your most recent job first.)

My employer was:  
(Name and address)

I worked there from:  
(when to when)

My job and main  
responsibilities were:

I left because:

Please give us info on two people we can contact to ask about you.

Name

Organisation

Position

Phone or email address



## 7 – How's your health?

Are you generally in good health?

Yes

No

Do you have any physical or other health problems that could make it hard for you to do your job?  
If yes, please give us more details.

Yes

No

Do you take any medication that could affect your ability to work?  
If yes, please give us more details.

Yes

No

Do you have any health problems that mean you have to take time off work or school?  
If yes, please give us more details.

Yes

No

Have you ever had an injury that meant you had to take time off work or school?  
If yes, please give us more details.

Yes

No

Have you ever lodged a worker's compensation or ACC claim?  
If yes, please give us more details.

Yes

No



## 8 – Any issues?

If we hire you, you'll be handling cash and processing credit card, EFTPOS, and fuel card transactions.

Have you been convicted of any criminal offence?  
If yes, please give us more details.

Yes  No

*Note: You don't have to tell us about any convictions that are eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004. See [www.justice.govt.nz](http://www.justice.govt.nz)*

Please read these statements carefully and then sign and put today's date below if you agree to them.

- I declare that the information provided on this form is true and correct. I understand that false or misleading information may result in disciplinary proceedings, up to and including termination of my employment
- I will comply with all company policies and procedures as directed. Failure to comply may result in disciplinary proceedings, up to and including termination of my employment. I agree to undertake occupational health and safety training, and understand that successful completion of regular knowledge tests is a prerequisite of continued employment
- If my application is successful, I understand that it will be my responsibility to provide accurate account details so that I can be paid
- I acknowledge and agree that these details may be passed to an independent agency for the purpose of recording and preliminary screening
- I understand and acknowledge credit checks may be carried out on me, as part of the recruitment process, and consent to them being carried out
- I acknowledge that this application is submitted to the Z Retailer(s), and I understand that if successful I will be employed by a Z Retailer and not by Z Energy Limited

Your signature

Date

## Office use only

Received by

Date

Notes