

**Dear Applicant,**

**Please begin by reading through the QuickCircuit Pre-Employment Document below.** If on reading through this Pre-Employment Document you find yourself no longer interested in applying for a position at QuickCircuit, please discontinue the application process. However, if you are still interested in applying please go back through and answer the questions on the Pre-Employment Document, and then continue on by working through the application form. Once completed please return your Pre-Employment Document, Application Form and CV/ Cover Letter (along with a scanned copy of current visa or citizenship) to [gchr@quickcircuit.co.nz](mailto:gchr@quickcircuit.co.nz)

Please note that although an Assembly Operator and SMT Operator role is listed on our website, it does not guarantee that we will have a current vacancy in those areas. We find that positions in these roles do come up quite regularly and therefore it is more beneficial to keep an on-going advert up on our website. If you apply and are advised that there are currently no jobs in those areas, we will still keep your application/details on hand for any upcoming vacancies.

## **QuickCircuit Pre-Employment Document**

### **Welcome to QuickCircuit.**

Thank you for taking an interest in a company that is fast paced and consistently changing. You may find yourself working in an environment that is not only friendly but also very productive on all levels. With this in mind it is important that you understand a bit about QuickCircuit (QC), how we operate, and how you can be successful as an employee at QC.

We are an Electronic Contract Manufacturer so we need to build our customers products at a competitive PRICE with QUALITY and as EFFICIENTLY as possible. With a changing economy, it is essential that QC can adapt to situations. Such situations may be customers not placing regular orders or placing large orders in a short space of notice and time. This comes as a response to our customers experiencing up and down cycles in their businesses, therefore causing up and down cycles at QC, especially with regards to how the production floor operates. Although, somewhat frustrating, this is a fact of our business and with a dedicated scheduling team we try to keep disruptions mentioned above to a minimum.

Given the above situation there are some key attributes we look for in potential new employees; they include, **ATTITUDE**, **SKILLS**, and **TEAMWORK**. Given the business that we are in, there are some other IMPORTANT attributes that are required; please refer to the below bullet points, which need to be reviewed and fully understood before the application process can proceed.

1. **Flexibility in hours worked** - most of the time this means we need overtime hours but it can also mean we need staff to take some time off. We seem to go through waves of too much work for 2-4 months then a quieter period for a few months. Normally we see a week or two in advance of a change in hours but occasionally we get caught out and need extra overtime quickly.

*Do you accept this? (Please highlight)*

**YES / NO**

2. **Flexibility in work/ Skill Cross Training** - Employees are encouraged to perform different tasks in other areas within the factory, particularly if production is busy in one area but quiet in another. As part of being flexible, employees are encouraged to possess skills that would be helpful to these other areas.

*Do you accept this? (Please highlight)*

**YES / NO**

3. **Hiring/ Redundancy** – In most cases, hiring of employees is started with a casual contract. This is a consideration period for both the employee and the employer. Reviews will be conducted periodically (usually six monthly). This review generally covers, but is not limited to, skills, and employment status. Redundancy is conducted through the use of a skills matrix.

*Do you accept this? (Please highlight)*

**YES / NO**

4. **QuickCircuit Performance, Pay and Privacy** - For a given role it is QC's intention to offer at a minimum, inflation adjusted pay annually. Whilst we cannot guarantee this given certain circumstances, it is our intention. If QC management agrees there has been a performance increase in the role, then a further pay increase may occur. QC may pay different rates in the same or different area within the company based on factors such as; flexibility, attendance, attitude, performance, length of service, etc. For employees who have worked for QC for more than 12 months, they are given a Reference Letter; otherwise, if they have worked for less than 12 months, they are only given a Certificate of Employment.

It is expected that pay rates are a private matter between individual staff and selected management. We aim to review pays annually, if however a review should occur late, then the following pay review shall still occur one year after the original date, not the later date. Due to the above factors other people in the same or different roles may for some period of time earn differently from you.

*Do you accept this? (Please highlight)*

**YES / NO**

**Below are some other questions that need to be answered before the employment process can proceed.**

1. Are you able to do more than 40 hours per week? *(Please highlight)* **YES** / **NO**
2. Are you able to work night shift? *(Please highlight)* **YES** / **NO**

**If you have answered "No" to any of the questions above, please state why:**

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Once you have read and answered the three questions above, please sign your name below to state that you have read and fully understand the requirements of QuickCircuit.

<b>Sign:</b>	<b>Date:</b> /        /
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**Thank you for taking the time to read and complete this form.**  
**If you have any questions or concerns, please don't hesitate to email these to**  
[\*\*qchr@quickcircuit.co.nz\*\*](mailto:qchr@quickcircuit.co.nz)



## Pre-Employment Application Form

### CONFIDENTIAL

This form is to be completed personally and a copy of your Curriculum Vitae and copies of references, qualifications or other achievements that support your application are to be attached.

<b>Applicants Name:</b>	<b>Date:</b>	
<b>Position applying for:</b>		
<b>How were you made aware of this vacancy:</b>		
<b>Applying for a position in:</b> <i>(Please highlight)</i>	<b>Auckland</b>	<b>Christchurch</b>

#### PRIVACY ACT STATEMENT:

- Information requested within this application is required for the purpose of considering your suitability for the position for which you are applying.
- Should your application be successful this information will be kept on your personnel file and an electronic database that is available only to you, your Manager(s) and Human Resource Personnel. An exception will be made only where an emergency exists and contact details are required.
- Should your application be unsuccessful this form will be retained for one year unless otherwise requested.

### PERSONAL INFORMATION

<b>Title:</b> <i>(Please highlight)</i>	Mr, Mrs, Ms, Miss	<b>Surname:</b>	
<b>First Names:</b>			
<b>Preferred name</b> <i>(if any):</i>	<b>Date of birth:</b> /            /		
<b>Address:</b>			
<b>Email Address:</b>			
<b>Telephone numbers:</b>	Home:	Work:	Mobile:

## ELIGIBILITY TO WORK IN NEW ZEALAND

<b>Are you legally entitled to work in New Zealand?</b> <i>(Please highlight)</i>	<b>YES / NO</b>
<b>Are you:</b> a. New Zealand Citizen	<b>YES / NO</b>
b. Permanent Resident	<b>YES / NO</b>
c. Holding a current work permit	<b>YES / NO</b>
d. Holding a current student visa	<b>YES / NO</b>

*Please attach a scanned copy of your residency permit, work permit or proof of NZ Citizenship (e.g. copy of passport)*

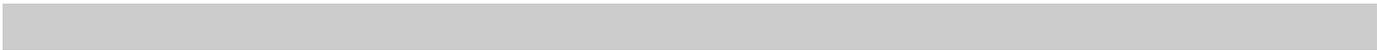
<b>Work Permit ID/ No:</b>	<b>Expiry Date:</b>
<b>Passport No:</b>	<b>Expiry Date:</b>
<b>Nationality:</b>	
<b>If you answered "No" to any of the questions above, please provide details:</b>	

## DRIVERS LICENCE

<b>Do you hold a current NZ drivers licence?</b> <i>(Please highlight)</i>	<b>YES / NO</b>
<b>If yes, in what classes?</b> <i>(Please highlight)</i>	<b>Full / Restricted / Learner</b>
<b>Licence &amp; Version No:</b>	<b>Expiry Date:</b>
<b>Please provide details of any prior or pending driving convictions, infringements and/ or vehicle accidents:</b>	

## EDUCATION

<b>Last school/ college attended:</b>
<b>Highest level/ qualification reached:</b>
<b>Subjects/ achievements:</b>



<b>Last university/ polytechnic attended:</b>
<b>Highest level/ qualification reached:</b>
<b>Subjects/ achievements:</b>

**OTHER QUALIFICATIONS**

<b>Please list any other qualifications and/or certificates attained or courses attended and the year completed:</b>

**CURRENT TRAINING**

<b>Are you currently learning any new skills through correspondence courses, night classes or any other training programme – if so, please list:</b>

<b>Do you have any other or special skills which could be useful in the position you are applying for – if so, please list:</b>

## EMPLOYMENT INFORMATION

Please provide the following information for where you last worked or where you presently work:

Employer's name:

Position held:

Dates employed:

From:

To:

Main duties performed:

Reason for leaving:

## REFERENCES

Please provide the following details for at least two people you have worked for that we can contact. Alternatively, one of these people can be a personal/ non-work referee if required:

Name:

Position:

Company:

Reporting Relationship:

Contact details: *(Preferably not a mobile number)*

Name:

Position:

Company:

Reporting Relationship:

Contact details: *(Preferably not a mobile number)*

### Consent:

*I consent to QuickCircuit seeking verbal and/ or written information on a confidential basis about me from representatives of my previous employers and/ or referees. I authorise the information sought to be released by those contacted by QuickCircuit for the purposes of determining my suitability for the position I am applying for.*

**Sign** *(if you consent to this)*

**Date:**            /            /

## OTHER INFORMATION

**Have you ever worked for QuickCircuit or an associated company before?**

If so, where & when:


**Do you have any family members or close friends currently employed at QuickCircuit?**

If so, please provide details below:


**Do you have any other or special skills which could be useful in the position you are applying for – if so, please list:**


**Have you been convicted of a criminal offense in the last 7 years? *(Highlight)***      YES / NO

**Are there any charges against you that are yet to be heard? *(Highlight)***      YES / NO

**If you have answered "yes" to either of these two questions please provide details:**


**Consent:**

*I consent to QuickCircuit conducting a Police check as a condition of an offer of employment, or at any time during my employment with QuickCircuit, and I agree to disclose details of any convictions I may have pursuant to this application. I understand that this information is supplied in confidence.*

**Sign** *(if you consent to this)*

**Date:**                    /                    /

## BACKGROUND INFORMATION

### Why do you want to work at QuickCircuit?

Please provide below (in brief) why you would like to work for QuickCircuit:


### Please provide below (in brief) why you think you will be well suited to the position you have applied for:


### When could you commence employment at QuickCircuit?

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### If successful, your position may require you to work rostered hours. Is there anything that would prevent you from fulfilling this requirement?

If so, please provide details below:


## HEALTH INFORMATION

### Is there anything that may prevent you from performing the duties of this position in relation to your health or physical capabilities?

If so, please provide details below: