

# Jobseeker Profile



**Work and Income**  
Te Hirainga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

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## Please read this before you start

If you are looking for work and want some help from Work and Income to do this, you should print this form, complete it and bring it with you to your meeting with us.

The information you put on the form will help us match you to a job.

## Personal details

### 1. What is your name?

First name(s)

Surname or family name

### 2. What is your date of birth?

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Day      Month      Year

### 3. How can we contact you?

Mobile phone

Home phone

Work phone

Email

Fax

### 4. Do you have an up-to-date CV?

No       Yes

### 5. Do you have people willing to be a referee for you?

No       Yes

### 6. Do you have access to reliable transport?

No       Yes

## Availability for work

### 7. Which of the following are you available to work?

Full-time and part-time       No       Yes

Part-time only       No       Yes

Weekends       No       Yes

During school hours       No       Yes

### 8. What locations are you willing to work in?

Anywhere in New Zealand

Anywhere in the North Island

Anywhere in the South Island

Anywhere in the region I live

In the town or city I live

## Languages

### 9. What languages can you speak (Please tell us your skill level)

Language	Spoken		Written	
English	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent
<input type="text"/>	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent
<input type="text"/>	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent

## Licences

### 10. Do you have a current driver licence?

No ▶ Go to Question 13

Yes ▶ What is the expiry date?  /  /

Day      Month      Year

### 11. What type of driver licence do you have?

Licence class	Learner	Restricted	Full	
Class 1 – Light motor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Automatic transmission only
Class 2 – Medium rigid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class 3 – Medium combination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class 4 – Heavy rigid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class 5 – Heavy combination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 200+ hours experience
Class 6 – Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 12. What motor vehicle licence endorsements do you have?

Licence class	Tick what you have	Expiry date		
		Day	Month	Year
P – Passenger	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I – Driving instructor	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I – Motorcycle driving instructor	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q – Testing officer	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Q – Motorcycle testing officer	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
V – Vehicle recovery	<input type="checkbox"/>			
D – Dangerous goods	<input type="checkbox"/>			
F – Forklift	<input type="checkbox"/>			
T – Tracks	<input type="checkbox"/>			
R – Roller	<input type="checkbox"/>			
W – Wheels (special type)	<input type="checkbox"/>			

**Q13 note:** This means experience that would be sufficient for you to safely and competently operate the vehicle.

### 13. What driving experience do you have?

Bulk heavy haulage	<input type="checkbox"/>	General cartage	<input type="checkbox"/>	Refrigerated	<input type="checkbox"/>
Concrete mixers	<input type="checkbox"/>	HIAB	<input type="checkbox"/>	Removals	<input type="checkbox"/>
Containers	<input type="checkbox"/>	Line haul	<input type="checkbox"/>	Roading	<input type="checkbox"/>
Contractor	<input type="checkbox"/>	Livestock	<input type="checkbox"/>	Tankers	<input type="checkbox"/>
Courier	<input type="checkbox"/>	Logging	<input type="checkbox"/>		
Earthmoving / Tipper	<input type="checkbox"/>	Over dimension	<input type="checkbox"/>		

# Education and Qualifications

## 14. What is the highest qualification that you received?

High School/College			
School Certificate		Bursary	
Sixth Form Certificate		High School Equivalent	
University Entrance			

NCEA			
1-79 Credits		Level 3 ▶ 80 Credits	
Level 1 ▶ 80 Credits		Level 4 ▶ 72 Credits	
Level 2 ▶ 80 Credits			

Tertiary			
Diploma		Masters	
Bachelors		Doctorate	
Honours		Post Graduate	

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Certificates/Trade Qualifications			
Incomplete Trade Qualification		Barista	
Trade Qualification		Site safe - basic	
First Aid Certificate		Site safe - supervisor level	
KiwiHost		Site safe passport	
Food handling - hygiene 167		Traffic Control	
Food handling - Supervisors 168		Traffic Control Supervisors	

# Tools, machinery and software

**Q15 note:** Tools, machinery and software could include:

- specific hand tools, eg nail guns, chainsaws
- office technology, eg Excel spreadsheets, other Microsoft products, photocopiers, cash registers, CAD software
- coffee machines
- farming tools/machines, eg milking machines.

## 15. What tools, machinery or software have you used in your work history, and how skilled are you at using them?

Tool / Machinery / Software	Low skill	Highly Skilled			
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5

