

# Kākāriki Gardens Job Application Form

Please complete all sections of this form. Attach your resume, cover letter, and any supporting materials (portfolio links, certificates) when you submit your application.

## 1. Position Details

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Available Start Date: \_\_\_\_\_

Employment Type (tick one):

- ☐ Full-time
- ☐ Part-time
- ☐ Fixed-term / Contract
- ☐ Casual

## 2. Personal Information

Full Name: \_\_\_\_\_

Preferred Name (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / Postcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth (optional): \_\_\_\_\_

Eligibility to Work in New Zealand (tick one):

- ☐ Citizen
- ☐ Permanent Resident
- ☐ Work Visa Holder
- ☐ Other: \_\_\_\_\_

### 3. Availability

Please specify the days and hours you are available to work:

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_  
Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_  
Sunday: \_\_\_\_\_

Any restrictions (e.g., school hours, other commitments):

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### 4. Qualifications & Skills

Highest Level of Education: \_\_\_\_\_

Institution / Year Completed: \_\_\_\_\_

Relevant Certifications (e.g., First Aid, Horticulture, Marketing):

Key Skills & Competencies (tick all that apply):

- ☐ Customer Service
- ☐ Gardening & Plant Care
- ☐ Content Creation & Copywriting
- ☐ Social Media Management
- ☐ Email Marketing (e.g., Mailchimp)
- ☐ Graphic Design (e.g., Canva, Adobe Suite)
- ☐ Event Coordination
- ☐ Other: \_\_\_\_\_

## 5. Employment History

List your most recent roles (up to three). Start with the latest.

1. Job Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Key Responsibilities & Achievements:

2. Job Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Key Responsibilities & Achievements:

3. Job Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Key Responsibilities & Achievements:

## 6. Statement of Interest

Tell us why you want to join Kākāriki Gardens and how your skills and experience will contribute to our team.

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## 7. References

Please provide two referees we may contact.

1. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Company / Organisation: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Company / Organisation: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## 8. Police Clearance

Have you ever been convicted of, or charged with, a criminal offence? (tick one)

- ☐ Yes
- ☐ No

If yes, please provide details (offence, date, outcome):

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## 9. Declaration & Consent

I certify that the information provided on this form is true and complete. I understand that any false statements may lead to disqualification or termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, I consent to Kākāriki Gardens conducting reference checks and verifying any qualifications or work history listed above

Please return your completed application and all supporting documents by email

**Email**

**info@kakarikigardens.nz**