

POSITION APPLICATION FORM

AIRPORT ATTENDANT – Casual

Post to:

**The Finance Manager
First Floor, Airport Terminal Building
Palmerston North International Airport
Airport Drive
P.O. Box 4384
Palmerston North 4442**

Applications close 12 noon on 19 March 2010

The information provided on this form will be used to process your application and assess your suitability for employment. People having direct access to this information include the Board of Directors, Palmerston North Airport Limited and the Chief Executive Officer. The information requested is not required by Law, but if insufficient information is provided with your application, it may not be considered. Under the Privacy Act 1993, you have a right of access to personal information about you held by the Palmerston North Airport Limited and you are also entitled to request information about you to be corrected. In the case of unsuccessful applications, this application form will be kept for a maximum period of 12 months from the time an appointment is made, after which time it will be destroyed.

POSITION OF AIRPORT ATTENDANT – Casual PALMERSTON NORTH AIRPORT LIMITED

Please fill in the following details and attach your Curriculum Vitae.

PERSONAL DETAILS		
How do you like to be addressed? (eg Mr, Mrs, Ms, Miss, Dr) _____		
Family Name: _____		
Given Name: (underline name used) _____		
Contact Address: _____ _____		
Contact Phone No:	<i>Private:</i>	<i>Business:</i>

GENERAL		
Are you an assisted immigrant under bond to the NZ Government or any other employer?	Yes	No
If yes , do you have the authority to accept other employment?	Yes	No
Do you have the right of permanent residence or a work permit?	Yes	No
Do you have any commitments at this time which may prevent you attending your place of employment, now or in the future?	Yes	No
If yes , give brief details:		
Do you have a Current Driver's Licence?	Yes	No
What class(es):	Any endorsements? (<i>Please specify</i>)	
Have you been convicted of any offence in the last ten (10) years?	Yes	No
Are you awaiting the hearing of charges in a civil or criminal court of law?	Yes	No
If yes , to either of the above, <i>please specify</i> :		
Have you had an injury or illness that may affect your ability to perform the duties of this job? If yes , <i>please explain</i> :	Yes	No

EMPLOYMENT RECORD			
(Please list details of current and previous employment)			
Position	Company/Organisation	Period of Employment	Reason for leaving

REFEREES			
(Please list names and contact numbers of people who can be contacted for a current work and/or character reference)			
Name/Position/Relationship	Company/Organisation	Type of Reference: Work or Character	Daytime Contact Phone Number

CONSENT TO CONTACT REFEREES

I consent to Palmerston North Airport Limited seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Palmerston North Airport Limited for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Palmerston North Airport Limited is supplied in confidence as evaluation material and will not be disclosed to me.

If yes, _____ (signature) Date: _____ Yes/No

DECLARATION

I _____ (full name) declare that to the best of my knowledge, the information supplied in this application and in the Curriculum Vitae provided is correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, can result in my loss of entitlement for any compensation from ACC.

Signed: _____ Date: _____

ADDITIONAL INFORMATION FOR APPLICANTS

INTERVIEW EXPENSES

Travel expenses of applicants interviewed will be reimbursed by the Company. Reimbursement shall be for the equivalent fare of the most reasonable and convenient means of public transport. Travel needs of an applicant expecting reimbursement must be advised at the time of application. Receipts shall be produced at the time of the interview. Should an applicant be offered the position and subsequently turn down the offer, interview expenses may not necessarily be paid.

REMOVAL EXPENSES

New employees relocating to take up duties with the Company may be reimbursed the costs of household removal. (The applicant is required to supply to the Chief Executive 3 quotes - the CEO will liaise with the applicant in making the final decision). All claims should be accompanied by a tax invoice. Should the appointee elect not to stay in the Company's employ for more than two years, then they will be required to pay a proportionate amount of such reimbursement, based on actual length of service.

MEDICAL EXAMINATION

All permanent employees will be required to undertake a Pre-employment Medical Examination at the employer's expense prior to confirmation of employment. The procedure will be explained to you.

VISUAL EXAMINATION - VDU OPERATORS

Every employee required to work with VDU equipment for at least three hours a day shall have an optometrist test at the expense of the Company prior to taking up duties.

SECURITY CLEARANCE

All employees will be required to obtain an aviation security clearance prior to confirmation of employment, and to maintain a security clearance as a condition of continuing employment. This involves providing personal identification details through Palmerston North Airport Ltd to the Aviation Security Service and New Zealand Police. The employer meets expenses for this clearance. The procedure will be explained to you.

SMOKING

The Company has a smoke-free policy.

EQUAL EMPLOYMENT OPPORTUNITIES

We are an EEO Employer and as such welcome applications from all people suitably qualified for each position.

Applicants selected for an interview and wishing to have family, whanau or individual support should indicate this at the time interview arrangements are made.

PALMERSTON NORTH AIRPORT LTD

Further information about the Company can be accessed through the Internet at <http://www.pnairport.co.nz>

Schedule Appended to Employment Agreement

JOB DESCRIPTION

1. Position

Position Title: Airport Attendant, Palmerston North Airport Ltd.

Position reports to: The Finance Manager of Palmerston North Airport Ltd ("Finance Manager").

Job Description

2. Purpose of Position

- 2.1. To provide efficient daily services involved with the overall operation of the Palmerston North International Airport.

3. MAJOR ACCOUNTABILITIES:

- 3.1. Be part of a team providing services to customers and clients of Palmerston North International Airport.

Major accountabilities may include any or all of the following:

Key Tasks:

Carpark Attendant

- Be responsible for the effective operation of the carpark facility during period of own shift;
- Attend to routine daily tasks as set out in the Schedule of Duties;
- Collect revenue and record and balance cash against ticketed gate cards, including operation of an EFTPOS system;
- Ensure that the administration/banking summary checklist is completed on a daily basis and forwarded to the Airport Accounting Clerk.
- Maintain daily statistics relating to numbers of vehicles using the carpark facility;
- Monitor the limited time parking zones, staff and leased carpark areas and keep the area clear of vehicles not eligible to park in these areas;
- Maintain a register of long-term parked vehicles, noting collection times and dates;
- Monitor all equipment involved with the carpark operation to ensure good working order and report problems or occurrences to the Operations Manager of the Airport;
- Be responsible for ensuring that the carpark area is clear of debris and lost property.

Service Desk

- Be responsible for the effective operation of the Company's service desk counter within the airport terminal;
- Conduct the sale of international and domestic departure receipts to the travelling public (via cash, EFTPOS and Credit card transactions);
- Conduct sale of newspapers and internet access cards;
- Conduct foreign exchange transactions for Australian and Fijian currencies (sale and purchase);
- Record daily sales and statistics as per the prescribed checklist of the Company;
- Reconcile cash floats (both NZ\$ and foreign currency);
- Complete cash summaries and prepare banking ready for deposit.

Departure Gate

- Be responsible for the effective operation of the Company's departure gate counter within the airport terminal;
- Ensure that all passengers have a boarding pass, completed a departure card and that all passengers over the age of twelve years have an international departure levy receipt
- Void all international departure levy receipts presented
 - Ensure only passengers and authorised personnel enter the restricted international departure area.

Maintenance

- Be responsible for cleanliness of the car park and its environs, the front of the terminal building and the apron.
- Be responsible for emptying and securely disposing rubbish bins in the front of the building and the car park.
- Be responsible for disposal of international quarantine waste material complying with hazardous waste disposal procedures.
- Any other Airport Attendant tasks that maybe required from time to time.

- 3.2. Be part of a team providing other airport services as required by Management of Palmerston North International Airport.

Key Tasks:

- Attend to other tasks as required in an efficient manner.

- 3.3. Ensure a high standard of public relations is maintained with the clients and customers of Palmerston North International Airport.

Key Tasks:

- Minimise complaints related to the overall operation of the airport by being customer service orientated at all times;
- Report immediately any incidents involving safety and security to the Operations Manager of the Airport.

- 3.4. Co-operate with the Airport Management Staff and Co-workers in their Particular Tasks

Key Tasks:

- Accept equal responsibilities with other shift staff
- Maintain confidentiality concerning any knowledge of Company matters. These are not to be discussed with clients and customers of Palmerston North Airport Limited
- Be focused on own tasks

3.5. Occupational Safety and Health

Key Tasks:

- Ensure all Occupational Safety and Health standards and procedures are understood and complied with
- Ensure that all tasks and practices are carried out using safe methods

4. FINANCIAL AUTHORITY: Nil

5. RESPONSIBILITY FOR MANAGING STAFF: Nil

6. REMUNERATION

The Employee shall be paid according to an hourly rate, which shall be **\$13.40** per hour per for all duties.

PERSON SPECIFICATION

7. SKILLS & EXPERIENCE

- Be numerically accurate
- Be competent and have a proven record in cash handling, EFTPOS and banking procedures
- Ability to record correct information in a neat and tidy manner
- Be reliable and honest
- Ability to demonstrate initiative at all times
- Have a neat and tidy appearance
- Have the ability to communicate with a wide variety of personalities and ensure politeness at all times.