

APPLICATION FOR EMPLOYMENT

(Confidential)

PERSONAL DETAILS (Please print clearly all information)

Date: _____

Vacancy applying for: _____

First names					
Last name					
Physical Address					
Postal (if different)					
Phone (home)		Phone (Mobile)			
Date of Birth		Mr	Miss	Ms	Mrs
Emergency Contact Name		Relationship			
Phone		Mobile			

LEGAL WORK STATUS

(Tick)

Are you legally entitled to work in New Zealand?

Yes No

If you are not a permanent resident of NZ do you have a current work permit?
(Citing of your passport will be required for verification)

Yes No

Expiry date of work permit _____

N/A

HEALTH/ACCIDENT COMPENSATION HISTORY

Do you have any health or other known conditions which may affect your ability to effectively carry out the functions and responsibilities of this position?

Yes No

If yes, please give details:

COURT CONVICTIONS

Have you been convicted of a criminal offence, or had legal proceedings made against you in the last 5 years?

Yes No

If yes, please give details:

Are you currently waiting for the hearing of any court charges?

Yes No

If yes, please give details:

EDUCATION

Name of Secondary School or Tertiary Institution	Year of Study	Level of Qualification (5 th Form Cert, NCEA Level and subjects)

WORK EXPERIENCE

Please list all jobs held, begin with most recent employer, continue on a separate sheet if necessary.

Company & Position Held	Dates Employed		Brief Description of Duties
	From Month/Year	To Month/Year	
			Reason for leaving:
			Reason for leaving:
			Reason for leaving:

ADDITIONAL INFORMATION

If your application is successful when are you available to start? (Day/Month/Year):

Please indicate the hours you are available to work:

Hours/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Are you aware of any time off that you will require in the next six weeks?

If so, when _____

Do you have any friends, or relatives currently working at Cabernet/ Kintyre Meats? Yes No

If yes, Name _____
Position _____

Do you have your own transport?

Yes No

Why would you like to work for Cabernet/ Kintyre?

What strengths and qualities will you bring to this position?

REFEREES

Please provide details of at least two people we may contact for current/past work or character references.

Current Employer			
Name of Referee		Telephone Contact	
Company		Work	
Position of Referee		Home	
Past Employer			
Name of Referee		Telephone Contact	
Company		Work	
Position of Referee		Home	
Name of Referee		Telephone Contact	
Company		Work	
Position of Referee		Home	
Character Referee			
Name of Referee		Telephone Contact	
Relationship		Work	
Time Known		Home	

I consent to Cabernet Foods/ Kintyre Meats seeking verbal or written information on a confidential basis about me from referees, representatives of my current and previous employers and ACC and authorise the information sought to be released by them for ascertaining my suitability for the position applied for.

Yes No

Signature _____

Date: _____

HEALTH AND SAFETY STATEMENT

At Cabernet/Kintyre you may be exposed to a number of workplace hazards, examples of which are listed below.

Lifting

Back and associated injuries are painful and frequently they are persistent in that they can hamper you for the rest of your life. Remember the simple rules about lifting: DON'T lift more than you are able to, DO lift with your legs not your back. DO lift by placing your feet as close to the object being lifted as possible, DON'T twist your back while lifting.

Falls and Slips

In a Meat Plant made of stainless steel and concrete floors slip and falls are potentially very dangerous. Mop up any spills immediately. Don't run.

Cuts

Be careful when using knives and sharp implements. If you are suppose to wear a safety glove, do so.

DRUG/ALCOHOL TESTING

Cabernet Foods Ltd/Kintyre Meats Limited has a drug and alcohol policy. You may be required to take a drugs test prior to us making you an offer of employment.

I have read and understood the listed hazards and drugs policy. I will obey all safety instructions given to me by supervisory staff or management and consent to take a drugs test on request.

FOR YOUR INFORMATION

Your privacy is important. We assure you that the information you provide on this application form will remain confidential to Cabernet Foods Ltd/Kintyre Meats Ltd. The information will be used to assess your suitability for employment and may be held for a period of 12 months. If you would like to exercise your rights under the Privacy Act 1993 to request the return or correction of any personal details held about you please contact the Office Manager.

DECLARATION

I, _____ (print full name) declare that the information contained in this application is accurate, complete and correct. I accept that should my application be successful, the above information will form part of my agreement of employment and falsification or withholding of information may be grounds for dismissal.

Signature _____

Date: _____

Should your application for a position with Cabernet Foods Ltd/Kintyre Meats Ltd be successful you will be required to have your own bank account and IRD number.

Please return when fully completed to: Plant Manager/Office Manager.

Office Use Only:- (Tick)

• Recommendation for employment Yes No _____
(Manager to sign)

• Reference checks completed and attached Yes No _____
(Manager to sign)

• Candidate advised as to recruitment outcome Yes _____
(Manager to sign)

Offer Date: _____ / _____ / _____

• Individual Employment Agreement issued and returned and personal file created Yes _____
(Manager to sign)

Uniform Issued Yes _____
(Manager to sign)

Crew number allocated Yes _____