

CONFIDENTIAL

Farmlands Trading Society Limited Application for Employment

Purpose

This information is collected for the purpose of assessing your suitability for employment with Farmlands Trading Society Limited. This form must be completed by an applicant in their own writing. Applicants should provide complete information in answer to each question unless otherwise advised.

Collecting, holding & access to personal information

If the application is successful, this form will be retained on your personal file. If unsuccessful, it along with your other application papers will be destroyed after one month. You have right of access to personal information and to seek any correction you think necessary to ensure accuracy.

Attachments

Please attach a copy of current drivers license or photo-page of passport (and work permit documentation if appropriate).

If you have provided an additional CV, please do not include any information here that is clearly set out in your CV.

Position applied for: _____ **at (Location):** _____

Section One - Personal Information

First name(s): _____ Family name: _____

If you are known by any other names, please record here: _____

Date of birth (not required unless employed): _____

Residential address: _____

Postal Code: _____

Phone: hm _____ mb _____ email: _____

Previous residential address (if changed in last 3 years): _____

Are you able to work legally in NZ? _____

If you do not hold a NZ or Australian passport, please ensure you attach documents relating to required permits.

Section Two – Education

Name of educational institution of highest qualification achieved: (eg university/school/college/training estabm't)

Number of years attended this institution: _____

Qualification/Standard of Achievement: _____

My NZQA Student ID Number: _____ I have a NZQA number but don't know it
If you are uncertain of whether you have a NZQA Student ID Number contact NZQA directly: phone (04) 802 3000

For other current qualifications or formal attainments you consider relevant:

Driving Licence No _____ Expiry Date: _____ (please supply copy of both sides)

Endorsements: Forklift Yes/No _____ Dangerous Goods: Yes/No _____

First Aid Certificate Expiry Date _____ Firearms Licence Expiry Date: _____

Growsafe Supplier Expiry Date _____ Approved Handler Supplier Expiry Date: _____

PLEASE SUPPLY COPIES OF YOUR CERTIFICATES WITH APPLICATION

Section Three – Employment

Have you previously applied for a position with Farmlands? _____

If yes, what was the result? _____

Have you previously been employed by this company before? _____

If yes, ensure details are recorded below or in your CV:

(Start with the most recent position)

Name of employer (company name and direct boss): _____

Contact details: _____

Length of service: From: _____ To: _____

Position held & nature of the work: _____

Reason for Leaving: _____

Name of employer (company name and direct boss): _____

Contact details: _____

Length of service: From: _____ To: _____

Position held & nature of the work: _____

Reason for Leaving: _____

Section Four – General

Do you intend to engage in other paid work whilst employed in this position? _____

Have you ever been charged with, or convicted of, a criminal offence or incident involving dishonesty in the past 7 years? _____

Do you have any charges pending or currently before the courts? _____

Are you currently an undischarged bankrupt? _____

Have you ever been dismissed from your employment? _____

(If yes give brief details) _____

How many days absence due to sickness have you claimed in the last 12 months of employment? _____

Are you prepared to work reasonable overtime if required? _____

Do you have, or are you aware of any likely commitments, which may prevent you from attending your place of employment during ordinary hours or affect your availability for any overtime or over roster (eg. sports, hobbies, special interests, education, and training)?

Are you a member of a territorial force unit or volunteer fire brigade or ambulance? _____

Do you have a spouse, partner, or relative or household member working in this company? _____

If your application is accepted, when could you commence employment? _____

Section Five – all questions must be completed

Have you ever had an injury or medical condition caused by gradual process injury, disease or infection that may be aggravated or further contributed to, by the tasks required in the position?

Are you allergic to, or have sensitivity to any substances or chemicals? _____

Have you ever suffered any back injury or back strain? _____

Are you taking any drugs or medicine? _____

Have you suffered any:

Hearing loss, Asthma, Hernia, Dermatitis or Eczema, Overuse Injuries eg RSI or OOS?

If you have answered yes to any of the questions in this section, please give details:

Section Six – Additional Information

Do you have any additional information, which you would consider relevant to our decision to employ you or might assist your application? For example, achievements, interests, aspirations etc. If so, please list below or attach any additional information to this application form.

Referees

Please give details of referees that you authorise us to contact, preferably work related referees.

Name: _____

Address: _____

Phone No: _____

Position Held: _____

Name: _____

Address: _____

Phone No: _____

Position Held: _____

Section Seven – Declaration

I (full name) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

I also understand that any false information given in Section 5, the medical portion of the form, may result in my loss of entitlement for any compensation from ACC.

I authorise Farmlands Trading Society Limited or their authorised agents to make such enquiries on the information supplied as is deemed necessary to determine the accuracy of this information and my suitability for employment. I understand and accept that all such information supplied or verified concerning me will be done within the provisions of the Privacy Act 1993. I further understand that all information gathered will be used only to verify my employment details and that I have a right of access to all information gathered to ensure accuracy.

I agree the Society may provide this application to its credit reporting agency for a credit history report.

Date _____ Signature _____