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## APPLICATION FOR EMPLOYMENT

AFFCO is one of New Zealand's leading meat companies, having operated in this competitive and innovative sector of New Zealand's primary sector since 1904. AFFCO processes and exports more than 150,000 tonnes of meat products and by products every year and is a major earner of foreign exchange earnings for the country. At our last count we were exporting to 74 countries and this is increasing.

**Please read the following statements carefully, they constitute the conditions under which you would be employed by AFFCO if this application is successful.**

- 1. The information that I have provided on this application is accurate to the best of my knowledge.**
- 2. I authorize the persons, schools, present employer (if approved by me in relevant section) and other organizations or employers named in this application to provide AFFCO with any relevant information that may be required to arrive at any employment decision.**
- 3. I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or, if employed, termination from AFFCO's employment.**

**Name (print carefully) .....**      **DOB: .....**

*Privacy Act 1993*

*The information on this form and supporting information may be seen to appear by the Mangers Payroll Staff/HR Department & Administration Staff.*

*If you application is successful, this application form will become part of your Personal File and the information contained can be accessed by/upon request to the Financial Controller of our Division and general Manager or HR Manager of AFFCO*

*If your application is unsuccessful, this application form will be kept on record with your permission for 3 months after an appointment to the position has been made, and then destroyed in a confidential manner.*

### Consent:

I consent to a representative of AFFCO New Zealand Limited seeking verbal or written information about me from a representative of my previous employers and/or referees as listed and authorize the information sought to be released:

Yes       No

Signature.....      Date .....

### Pre-employment Drug Test

All prospective employees of AFFCO are required to undergo a pre-employment drug test. This test will be completed prior to any offer of employment.

I consent to undergo a drug test. If you disagree with the result you can request a drug urine analysis undertaken at your own cost. Affco will make the appointment.

Signature.....      Date .....

### ACC History

Please attach to your application form a copy of your ACC history or please give your consent to AFFCO Meats to obtain this from ACC.

**(Without this information you may not be employed at AFFCO)**

Have you ever worked for AFFCO New Zealand Limited before?

Yes  No

If yes, please state where and position held:

.....

.....

Do you have any secondary employment that might interfere with your availability for shift work or overtime if the job requires?

Yes  No

**Employment History:** *(Include all jobs held paid or unpaid. Start with your current or most recent job and finish with your earliest employment)*

Period of Employment	Company/Organisation	Positions Held	Reason for Leaving
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			

**Referees:** *(Please give the names of two referees whose consent has been obtained and who may be contacted for a confidential reference. Where possible, at least one of the referees should be able to comment on work-related information and should have supervised or been senior to you in your current or most recent employment)*

Name:	Position:
Organisation:	Telephone:
Address:	
Name:	Position:
Organisation:	Telephone:
Address:	

**Position/s Applied For:**

.....

Type of Employment: Full Time  Part Time  Casual  Seasonal

Surname: .....

First Names: .....

Other Name/s You Are Known By: .....

Address: .....

Date of Birth: .....

Home Telephone: .....

Work Telephone: .....

Are you legally entitled to work in New Zealand? Yes  No

If yes please attach a scan of your passport (e.g. page showing full name, citizenship etc) And any visa's (if applicable) to provide proof of your right to work in New Zealand

Do you have a current drivers licence? Yes  No

Have you ever worked for AFFCO NZ Ltd, or a Meat Processor before? Yes  No

Do you have other employment that might prevent you from being fully available for work or overtime if the job requires? Yes  No

**Education and Qualifications:**

Secondary, Polytechnic, University Etc	From	To	Qualifications:

Are you prepared to undertake training during and/or (depending on your position) outside business hours? Please tick: Yes  No

If appropriate would you be prepared to assist in the training of other employees as required? Yes  No

Are you prepared to work shifts if required? Yes  No

Are you prepared to work overtime if required? Yes  No

Have you been convicted of a criminal offence? Yes  No

Are you awaiting the hearing of charges in a Criminal Court of Law? Yes  No

Are you currently under a Police Diversion Scheme (PD) in relation to criminal offending? Yes  No

Are you prepared to handle all products, materials or equipment relevant to the position applied for? Yes  No

Give details of interests/sports/hobbies/community activities etc:

.....

.....

## Occupational Health Profile

These questions are designed to assist AFFCO to meet its obligations with respect to employee health and safety, and food safety and food hygiene standards. Statements in brackets explain aspects of employer obligations

Date of Birth	Yes	No	If yes, please provide details
Have you ever suffered neck/back pain or a head injury? <i>(Concentration skills, manual handling)</i>			
Do you suffer any chest conditions eg asthma, TB? <i>(manual handling, long hours at peak production, cold environment)</i>			
Do you suffer from high blood pressure? <i>(long hours, stress at peak production)</i>			
Have you suffered from any heart conditions eg angina, heart attack, rheumatic fever? <i>(manual handling, long hours, stress at peak production)</i>			
Do you suffer from high blood pressure? <i>(long hours, stress at peak production, manual handling)</i>			
Have you suffered from any nervous disorders/anorexia/phobias/stress-related conditions? <i>(long hours, stress at peak productions, working at heights)</i>			
Do you suffer from Vertigo (dizziness)? <i>(working at heights)</i>			
Do you have diabetes? <i>(long hours, stress at peak production, manual handling)</i>			
Do you have any hernias? <i>(manual handling)</i>			
Do you have, or have you suffered from epilepsy/blackouts? <i>(fixed and dangerous plant within close proximity of work area)</i>			
Do you suffer from any sleep disorders? <i>(long hours, stress at peak production concentration)</i>			
Have you had any repetitive strain problems? <i>(repetitive work)</i>			
Do you suffer from gout, arthritis, varicose veins or joint trouble? <i>(standing for long hours or concrete floors, cold environment)</i>			
Have you had any diseases or conditions affecting your hearing? <i>(noisy work environment)</i>			
Do you have any skin conditions eg eczema, dermatitis, psoriasis, rashes? <i>(food safety and food hygiene)</i>			
Have you had Hepatitis/Jaundice? <i>(food safety and food hygiene)</i>			
Do you have any allergies? <i>(medication needs should an accident occur)</i>			
Do you suffer from a bleeding disorder? <i>(In case of emergency)</i>			
Are you on any medication? <i>(to assess potential side-effects in the event of a chemical emergency)</i>			

Have you ever field an accident compensation claim or received benefits as a result of injury or disease?			
Do you suffer from any medical condition that may require special consideration and or treatment in the event of an emergency?			
Do you have any health condition that could affect your ability to do the job you are applying for?			

If this application is successful, when could you commence employment?

Date: .....

**Declaration**

I consent to AFFCO NZ Ltd seeking verbal or written information about me on a confidential basis from the referees I have nominated and authorise the information requested to be released. I understand that the information will be supplied in confidence as evaluative material and will not be disclosed to me.

I have disclosed any illness or injury which I believe might affect my capacity to undertake the duties of the position for which I am applying and I agree to undergo a physical examination if necessary ,if I am short-listed for a position.

I understand and agree that if my application is successful, the information in this form and the results of my physical examination will be used as a base line to measure any future exposure to work hazards and for health monitoring. To support this, I will agree to undergo a physical examination every 12 months. Further, I agree to relevant aspects of my medical records to be viewed in order to assist AFFCO to meet its meat industry compliance obligations.

I declare that the information I have disclosed is true and complete to the best of my knowledge and belief. I understand and agree that any material misrepresentation, false or misleading information, or deliberate omission of a fact in my application may be grounds for refusal of or, if employed, termination from, AFFCO’s employment.

If my application is unsuccessful, **I agree / do not agree** to AFFCO retaining the information contained in my application for 12 months for the purpose of considering my suitability for any other positions that may arise in the future.

Applicants Signature: .....

Date .....

Drug test conducted and read in conjunction with applicant.  
Result was positive/negative.

This sign off must be completed before any employment offer can be made.

Supervisors Signature: .....

Date .....

Plant Managers Signature: .....

Date .....