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APPLICATION FOR NEW WORKERS

DRUG TEST - Will you pass a drug test? Yes No

➤ If you answered NO do not complete this application form, it will be declined.

ACC HISTORY - You must complete and attach form ACC6213 for this application to be considered.

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 authorise the persons, schools, present employer (if approved by me in relevant section) and other organisations 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.**

APPLICANTS INFORMATION

First Name **Last Name**

Date of Birth.....

Address.....

.....

Home Phone.....**Mobile Phone**.....

Work Phone.....**Email**.....

Date available to start work

Privacy Act 1993

The information on this form and supporting information may be seen 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

Terms and Conditions under which employment would be offered.

AFFCO has a collective agreement with the New Zealand Meat Workers and Related Trades Union Incorporated NZMWU governing employment of union members; if you are a member this will govern your employment with the company.

However you are not required to be a union member to work here. Section 62 and Section 63 of the Employment Relations Act allow for non-union employees (see below).

If you are not a union member the company will instead offer you an Individual Employment Agreement that contains the similar terms and conditions as the collective which will apply for the first 30 days of your employment.

Please indicate whether an Individual Employment Agreement is required.

- (1) I am NOT a union member – Individual Agreement Required
- OR
- (2) I AM a union member – No Individual Agreement Required

Please tick the option that applies to you. Either (1) or (2) must be ticked.

Please note that to tick the box in (2) above, you must be a member of a union that is a party to a collective agreement that covers the work to be done by the employee. If you are unsure, please contact your Union.

Section 62 outlines the Employer’s obligations in respect of new employee who is not member of union.

- (1) This section—
- (a) applies to a new employee who—
- (i) is not a member of a union that is a party to a collective agreement that covers the work to be done by the employee; and
- (ii) enters into an individual employment agreement with an employer that is a party to a collective agreement that covers the work to be done by the employee

In accordance with Section 62, if you commence employment with AFFCO, then for the first 30 days after you commence employment, your terms and conditions of employment will comprise the terms and conditions in the applicable collective agreement (and any additional mutually agreed terms and conditions).

Section 63 outlines the terms and conditions of new employee who is not member of union after expiry of 30 day period.

- (1) This section applies after the expiry of the 30-day period described in section 62 to an employee who is not a member of a union that is a party to a collective agreement that covers the work done by the employee.
- (2) The employee and the employee’s employer may, by mutual agreement, vary the individual employment agreement entered into under section 62 as they think fit.

If you commence employment under an individual employment agreement under Section 62, AFFCO will provide you with an “Active Choice Form” in accordance with Section 62A(2). The form seeks information from you as to whether you intend to join the Union or not. It is optional to complete.

Employment History

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

Name of employer.....
 Address.....
 Length of service From..... To.....
 Position held..... Nature of work.....
 Reason for leaving.....

Name of employer.....
 Address.....
 Length of service From..... To.....
 Position held..... Nature of work.....
 Reason for leaving.....

Name of employer.....
 Address.....
 Length of service From..... To.....
 Position held..... Nature of work.....
 Reason for leaving.....

Name of employer.....
 Address.....
 Length of service From..... To.....
 Position held..... Nature of work.....
 Reason for leaving.....

Referees:

List the name and details of at least two referees, preferably your most recent past employers.

Name	Position They Hold	Company	Phone Number

I consent to a representative of AFFCO New Zealand Ltd seeking verbal or written information about me from ACC and/or any other insurer and/or my previous/current employers and/or my referees and authorise the information sought, to be released to Affco.

Signed.....

Search Consent:

I understand that if I am employed by AFFCO, I may be subject to a search of my bag, vehicle, clothing or any other property of mine that enters the factory site, in accordance with Company rules; in order to detect the possession of unauthorised company property, unauthorized alcohol or drugs.

90 Day Probationary Period:

All New Workers will be subject to a probationary period in accordance with section 67 of the Employment Relations Act 2000. The probationary period will be for a period of 90 days, commencing the first day of employment.

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 and if I disagree with the result I can request a drug urine analysis undertaken at my own cost. Affco will make the appointment.

<u>Do you have the right to work in New Zealand?</u>	
If Yes, are you a:	
New Zealand Citizen	<input type="checkbox"/>
Permanent Resident	<input type="checkbox"/>
Hold a Work Permit for this company	<input type="checkbox"/>
Hold an Open Work Permit	<input type="checkbox"/>
An Australian citizen or Resident	<input type="checkbox"/>
You must attach a copy of your Passport, Birth Certificate or Certificate of Citizenship.	

Education and Qualifications including any work training:

Secondary, Polytechnic, University Etc	From	To	Qualifications:

Other certificates, licenses or skills?

.....

Do you have a current driver’s license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, list classes:		

General information: (please tick appropriate column)

Have you previously been employed by AFFCO New Zealand Limited?

Yes No

If YES, please give details (when/where);

.....
.....

Have you previously been employed by either South Pacific Meats, Land Meat, Talley's or Amaltel?

Yes No

If YES, please give details (when/where);

.....
.....

Have you previously been employed within the New Zealand Meat Industry?

Yes No

If YES, please give details (when/where/role);

.....
.....
.....

Have you ever been convicted or charged of a criminal offense as per Criminals Records Act 2004?

Yes No

Are you awaiting the hearing of charges in any court or before any tribunal?

Yes No

If YES to either of the above, please give details;

.....
.....
.....

Are you currently under a Police Diversion Scheme (PD) in relation to criminal offending?

Yes No

If YES, please give details;

.....
.....
.....

Are you prepared to undertake training during and/or (depending on your position) outside business hours?

Yes No

Are you prepared to work as and where directed on site?

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 overtime?

Yes No

Are you prepared to work weekends?

Yes No

Please tick which shifts you are prepared to work

Day Night Either

Would you change your hours of work given due notice?

Yes No

Are you prepared to participate in random drug testing?

Yes No

Are you prepared to handle all products, materials or equipment typical of the industry that we operate in?

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

Date of Birth:	Yes	No	If yes, please provide details
Have you ever suffered neck/back pain or a head injury?			
Do you suffer any chest conditions e.g. asthma, TB, heart conditions such as angina or rheumatic fever?			
Do you suffer from high blood pressure?			
Have you suffered from any nervous disorders / anorexia / phobias / stress-related conditions?			
Do you suffer from Vertigo (dizziness)?			
Do you have diabetes?			
Do you have any hernias?			
Do you have, or have you suffered from epilepsy/blackouts?			
Do you suffer from any sleep disorders?			
Have you had any repetitive strain problems?			
Do you suffer from gout, arthritis, varicose veins or joint trouble?			
Have you had any diseases or conditions affecting your hearing?			
Do you have any skin conditions eg eczema, dermatitis, psoriasis, rashes?			
Have you had Hepatitis/Jaundice?			
Do you have any allergies?			
Do you suffer from a bleeding disorder?			
Are you on any medication?			
Have you ever had 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?			

Declaration:

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.

General provisions that would guide my employment at Affco if I am offered employment:

- a. I shall at all times comply with reasonable orders and instructions given to me by the employer, including any manager, supervisor or other person having responsibility over me and shall comply in all aspects with all or any of the code of conduct, policies and procedures which have been, or may hereafter be established by the employer for the conduct and safety of the employees. The code of conduct and policies and procedures established or varied after the date of commencement will be notified to staff and shall take effect upon notification.
- b. I do not have any disability, medical condition, injury or illness which would affect my ability to carry out my duties and responsibilities under this agreement.
- c. I will immediately inform the company of any disability, medical condition, injury or illness that I may incur in the future which may affect my ability to carry out my duties and responsibilities during my employment.
- d. The information provided by me is true and correct to the best of my knowledge and belief.
- e. I understand that if the company discovers that I have supplied any false information or have misled the company in any way, this agreement may be terminated immediately.
- f. I understand that as a new worker I will be subject to a probationary period through which my employment may be terminated if I am considered unsuitable.
- g. I understand that, at the Company’s request, I may be required to undertake a drug or alcohol test at any time. A positive result may result in the termination of this employment agreement. I further understand that possession or use of illegal drugs, drug utensils or alcohol on site and or attending work under the influence of illegal drugs or alcohol is serious misconduct and may result in termination of my employment.
- h. I understand that should I refuse to undertake a drug or alcohol test when requested by the employer then my employment will be terminated.

Applicants Signature: Date

Drug test conducted and read in conjunction with applicant.

Result was positive/negative

Important Information

This information is provided at the time of application to alert the potential employee to some of the key terms and conditions that are relevant to working within AFFCO.

Code of Conduct / House Rules

In any organisation it is necessary to set down rules governing conduct and procedures to ensure smooth running of the Plant. Conduct which threatens personal health, wellbeing or security of staff, or which endangers plant, property, or product is outside our accepted behaviours.

The Plant Code of Conduct is based on the following principles:

- The company is required by legislation take all practicable steps to provide and maintain a safe working environment. This includes maintaining an acceptable level of conduct throughout the plant in the interests of all employees.
- The company has the right to manage and control its business and to make reasonable rules and regulations as to the hiring, conduct, duties, discipline and dismissal of persons in its employment.
- Ensuring that disciplinary measures, when necessary, are administered to a common set of rules in the plant, with due consideration to the fair and equitable treatment of all employees.
- These rules are not intended to be oppressive. There may be circumstances that fall outside of these rules and these will be dealt with on an individual basis.

The rules set out below are for guidance only and are not exhaustive. An employee who commits an act not shown below may still be liable for disciplinary action.

After an investigation, violation of any of the following rules may be sufficient grounds for immediate dismissal and in some cases referral to the Police:

- Wilful falsification on job application form or other Company documentation.
- Unauthorised possession or theft of AFFCO's or any individual's property.
- Causing deliberate or negligent damage to company or another person's property.
- Use or possession of drugs (including party drugs) or alcohol on Company premises.
- Dealing, selling, or trafficking illegal drugs on plant.
- Wilfully and knowingly violating the Plant Safety or Quality Rules.
- Assault, threatening, intimidating, coercing any person on Company premises. This includes all employees, contractors and visitors.
- Assault, threatening, intimidating, coercing any employee, manager, director or shareholder of the company at any time on or off site.
- Sexual or racial harassment of any person on Company premises.
- Refusal to follow lawful and reasonable instructions of supervisors or management.
- Falsifying time and attendance records in any way, including scanning another person in or out using the time clock.
- Misrepresentation of AFFCO NZ Ltd or any shareholders to obtain personal advantage.
- Unauthorised use of company vehicles, including forklifts.
- Intentionally misleading or being dishonest.
- Smoking in prohibited areas (*refer to Smoking Policy*).

Committing any of the following may be grounds for disciplinary action ranging from warnings to dismissals:

- Throwing water, fat or meat products.
- Deliberate use of offensive or abusive language to another person on Company premises.
- Unauthorised absence from work or continual lateness to work.

- Leaving your workstation without authority from your supervisor, other than for meal breaks or limited personal needs.
- Not wearing the safety equipment supplied by AFFCO.
- Deliberately wasting time or materials.
- Failure to report accidents and / or near miss events.
- Failure to carry out the correct evacuation procedure in the event of an emergency.
- Substandard workmanship or lack of application to task.
- An unsatisfactory trend in attendance, for reasons that may include repeated sickness and injury.

Please Read: Please complete this form and then email it to preemploymentchecks@acc.co.nz. Please provide a valid proof of identification: These include but are not limited to; Driver's Licence, Passport, 18+ Card, Birth Certificate, or Statutory Declaration signed by the Police or JP.

IMPORTANT - Employers and recruitment agencies: This form is valid for 1 month from the date signed by the applicant & unless the job applicant gives specific permission, the claims history provided will not include information about any:

- mental injury as a consequence of physical injury claims
- declined claims including accredited employer claims
- treatment injury claims
- claims occurring more than 10 years ago
- sensitive claims
- wilfully self-inflicted claims
- accidental death claim dependants

PART A: IDENTIFYING DETAILS

1. JOB APPLICANT'S DETAILS	PLEASE COMPLETE ALL SECTIONS
First Name:	Middle Name:
Surname:	Also known as (e.g Maiden name):
Date of Birth:	Phone Number/s:
<input type="checkbox"/> (please tick) If Less than 6 month in New Zealand. <input type="checkbox"/> (please tick) I have not had an accident related injury in the last 6 months.	Male <input type="checkbox"/> Female <input type="checkbox"/>
Postal address:	Suburb :
Flat/Unit No: Town/City:	Postal Code :
Previous Address:	Type of work/Industry:

2. EMPLOYER OR RECRUITMENT AGENCY DETAILS	FOR ACC CLAIMS HISTORY RESULTS TO BE SENT TO
Organisation Name:	Contact Person's Name:
Contact Phone Number:	Contact Email Address:

PART B: CONSENT FOR ACC TO RELEASE INFORMATION

3. JOB APPLICANT'S CONSENT AND SIGNATURE		
<p>I authorise ACC to release my ACC claims history to the employer or recruitment agency named in Part A:2, and understand that I will be sent a copy to the postal address marked in Part A:1. Please tick if you do not wish to receive a copy of this information. <input type="checkbox"/></p> <p>Please tick if you have received or consented to a Pre-employment claims injury history in the last 6 months. <input type="checkbox"/></p> <p>I understand that If, I have been in New Zealand for less than 6 months (Part A:1) and, have not had an accident related injury in New Zealand during this period, ACC will not process this request.</p> <p>I understand that this information will only be used to decide whether I can carry out the job safely.</p> <p>I understand I have the right:</p> <ul style="list-style-type: none"> • to see and correct this information under the Privacy Act 1993 • that the employer or recruitment agency will use this information responsibly, and comply with the Privacy Act 1993, Health Information Privacy Code 1994 and the Human Rights Act 1993 • that the employer or recruitment agency will destroy the information once the job application process is complete. 		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Job applicant's signature:</td> <td style="width: 40%;">Date:</td> </tr> </table>	Job applicant's signature:	Date:
Job applicant's signature:	Date:	