

**APPLICATION FOR SEASONAL EMPLOYMENT**

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| **PURPOSE** | The information collected is for assessing suitability for employment with Cedenco Foods New Zealand Ltd.  If successful, this information will be kept on your personal file. If your application is not successful, the information you have provided will be disposed of securely at the end of the processing season (generally September of each year).  This form **must be completed in full and signed** by the applicant to be considered for employment. | |
|  | **PERSONAL INFORMATION** | |
| **NAME** | First Name:  Preferred Name: | Surname:  Gender:  (Statistical purposes only) |
| **CONTACT DETAILS** | Contact Address:    Post code:  Phone: Alternative Ph:  Email Address:  **Note: We require a contact phone number or alternative means of contact, and a valid email address** | |
| **EMERGENCY CONTACT DETAILS** | First Name:  Phone: | Surname:  Relationship: |
| **AGE** | Have you reached the current school leaving age of 16? Yes / No  **ID MUST BE PROVIDED – SEE BELOW SECTION** | |
| **LEGAL WORK STATUS** | **Eligibility to Work in New Zealand**  New Zealand Citizen – **NZ Birth Certificate\* / NZ Passport** Yes / No  Permanent Resident – **Residency Certificate & Passport** Yes / No  If you are NOT a NZ citizen – **Valid Work Visa for NZ & Passport** Yes / No  **\*If you supply a Birth Certificate, you must supply a valid form of Photo ID**  **New Zealand citizens**   * New Zealand Passport (Includes people born in the Cook Islands, Niue, and Tokelau) * New Zealand Birth Certificate or New Zealand Citizenship Certificate * AND acceptable Photo ID (NZ Drivers Licence, Firearms Licence, 18+ card)   **Non-New Zealand citizens**   * Australian Passport * Foreign passport with valid NZ work permit; (e.g. Resident Visa, Working Holiday Visa) | |

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| **EMPLOYMENT HISTORY** | | |
| **EMPLOYMENT HISTORY** | Have you previously been employed by Cedenco Foods NZ Ltd, T&G or ENZAFOODS NZ LTD?  Yes / No  If Yes, which department and when: ……………………………………………………………………………………..  **The last two Employers you have worked for:**  Name of Company:  Approximate start and finish dates:  No. of hours worked per week:  Position Held / Duties:  Reason for Leaving:  Name of Company:  Approximate start and finish dates:  No. of hours worked per week:  Position Held / Duties:  Reason for Leaving: | |
| **EXPERIENCE** | Have you ever worked in a factory environment before? Yes / No  Previous experience:    Do you have secondary / other employment? Yes / No  Details: | |
| **REFEREES** | Name:  Position: | Company:  Phone: |
| Relationship to you: | |
| Name:  Position: | Company:  Phone: |
| Relationship to you: | |
| **CONSENT** | For the Privacy Act 1993, I consent for the company seeking verbal or written information from my nominated referees or previous employers listed above to ascertain my suitability for the position I am applying for with Cedenco Foods New Zealand Ltd. I understand that the information received by the company is supplied in confidence as evaluative material and will not be disclosed to me.  **Sign:** **Date:** | |

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| **MEDICAL INFORMATION** | |
| **GENERAL MEDICAL QUESTIONS** | I agree to undergo a pre-employment medical and drug test as part of the Cedenco recruitment process Yes / No  I agree to any biological, progressive disease/injury monitoring if  applicable to the job (ref Health and Safety at Work Act 2015) Yes / No  Are you fully vaccinated against COVID-19?  *(Not a requirement)* Yes / No  Have you suffered vomiting or diarrhoea in the last 2 weeks? Yes / No  Have you made an ACC claim in the last 5 years? Yes / No  Have you ever had a work-related injury? Yes / No  Are you currently receiving rehabilitation for an injury? Yes / No  Are you involved in any sport or recreational activity that may impact on your ability to do this job? Yes / No  Do you have any condition which may affect your ability to effectively carry  out the functions / responsibilities *(see below)* of the position applied for? Yes / No   * **Responsibilities of positions in the Factories include**: Grading, packing,  lifting up to 20kg regularly, handling of food products, cleaning the factory,  the wearing of Personal Protective Equipment. All positions require standing  for prolonged periods and a good level of fitness is required. * **Responsibilities of positions in Yard include**: Working outdoors (all weather  conditions), working inside chillers.   If YES provide details: ……………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………… |
| **HEALTH INFORMATION** | We need to be sure that we do not place anyone at risk when we assign staff to various roles. Please indicate if you suffer from any of the following medical conditions or physical conditions that may affect your ability to safely perform the task you are applying for:  Hearing Loss  Eye Conditions   Chemical Sensitivity  Heart Conditions   Repetitive Strain Injury  Asthma   Shoulder /Neck / Back Pain  Epilepsy   Abnormal Blood Pressure  Muscle Pain / Discomfort   Arthritis  Surgical Procedures   Diabetes  Motion Sickness   Any other medical concerns:    …………………………………………………………………………………………………………………………………………………  **NB: Answers that indicate an existing injury or condition will be considered on an individual basis and will not automatically prevent you from being employed.** |

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| **CEDENCO REQUIREMENTS** | |
| **Location**  **&**  **Availability** | **I am wanting to apply for the** (please circle)  **Hasting Site Gisborne Site**  **Hours I am available to work are**…………………………………………………………………………………………….  NB: Hours of work are subject to change with the needs of production or specific requirements within a role.  Are you prepared to work Weekends and Stat holidays Yes / No  Have you worked shift work before? Yes / No  Are there reasons we should be aware of that would prevent you working  certain days / hours? |
| **EDUCATION / QUALIFICATIONS** | |
| **VERBAL**  **READING WRITING**  **NUMERACY**  **SKILLS** | **Some (but not all) roles require a good competency of verbal communication skills in English, and/or good reading /writing /numeracy skills. Please circle your level of ability:**  **Verbal English: Poor / Average / Excellent**  **Written English: Poor / Average / Excellent**  **Reading English: Poor / Average / Excellent**  **Numeracy: Poor / Average / Excellent** |
| **EDUCATION** | High School / Tertiary Qualifications Attained:  Do you have any other qualifications / certificates that may be relevant? Yes / No  ………………………………………………………………………………………………………………………………………………… |

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| **CRIMINAL**  **HISTORY** | Do you have any criminal convictions, not including those concealed under the Criminal Records (Clean Slate) Act 2004 or any pending charges? Yes / No  **If YES, please provide details** |
| **DRUG TESTING** | Cedenco Foods New Zealand Limited has a Drug and Alcohol Policy that  involves pre-employment, random, reasonable cause, and post incident testing.  In the event of an accident/incident/near miss/reasonable cause or given rise to the suspicion of usage of drugs/alcohol or you are randomly selected during your employment or for Pre-employment purposes, do you agree to undergo a drug test or alcohol test? Yes / No  **Sign: …………………………………………………………………….. Date: …………………………………………………** |
| **DECLARATION** | I understand that completion of this form does not indicate there is any obligation on Cedenco Foods New Zealand Limited to offer me employment.  I declare that to the best of my knowledge the information provided by me in this application form and on any CV attached is true, accurate and complete and is not designed to mislead in any way. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, my employment may be terminated.  As part of this application, I understand and agree that a CV accuracy and Ministry of Justice Criminal record Check may be completed.  I further understand that any offer of employment made is conditional on my obtaining medical clearance through the company pre-employment process.    (Signature) Date) |
| **HOW DID YOU HEAR ABOUT US?** |  Social Media   Billboards   Word of mouth   Current or previous employee………………………………………………………(Name)   Employment search online   Other………………………………………………………………….. |
| **CHECK LIST PLEASE ENSURE:** | * **All areas of this Application form are complete.** * **All contact details are correct.** * **Application is signed and dated where required.** * **Appropriate ID supplied.** * **Copy of your CV supplied.** * **For Forklift positions, a copy of your current OSH certificate is supplied** |