

PROGRESSIVE MEATS LTD

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Plant 118 Kelfield Place, Hastings, Hawke’s Bay, New Zealand

Postal PO Box 36, Hastings 4156, New Zealand



APPLICATION FOR EMPLOYMENT FORM

I agree that Progressive Meats Limited may use this information for human resource purposes, including the assessment of my application for employment and maintenance of my employee file if I am successful. I agree that Progressive Meats Limited may retain this information in accordance with the Privacy Act 1993.

PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other:

Surname: First Name(s):

Any other names you are known by:

Address:

City:..... Post Code:.....

Email:

Home Phone: Mobile Phone:

PROOF OF RIGHT TO WORK IN NEW ZEALAND

*Under the Immigration Act 2009, Progressive Meats Limited is required to check that all prospective workers have New Zealand citizenship or a valid entitlement (ie: visa) to work in New Zealand. Which of the following do you hold and **provide supporting evidence**:*

- New Zealand Passport
- New Zealand Birth Certificate & Photo ID
- Other Passport with Permanent Residency Visa
- Other Passport with Visa to work in New Zealand. Visa expiry date (dd/mm/yyyy): / /.....
- Require employer sponsorship for a work visa
- Currently in the process of obtaining a Work or Permanent Residency Visa for New Zealand

AVAILABILITY

Are you currently employed? Yes No

What is your notice period with your current employer?

What date are you available to commence work?

Do you have any holidays booked or known periods where you will be unavailable to work? If yes, when?

.....

Are there any outside activities which may prevent you from working your rostered shifts? If yes, please provide further information:

.....

.....

Are you intending to engage in any other paid or voluntary work whilst employed in this position? If yes, please provide further information:

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.....

- Have you previously worked at Progressive Meats Limited? Yes No
- Have you ever worked shifts before? Yes No
- Are you prepared to work overtime? Yes No
- Are you prepared to work Dayshift and Nightshift? Yes No
- Are you prepared to work weekend shifts (Friday, Saturday, Sunday and Monday)? Yes No
- Are you prepared to work in all departments (Lamb Slaughter, Lamb Boning, Beef, Venison)? Yes No

WORK HISTORY

Please begin with most recent / current employment

Employer Name: Position Held:

Supervisors Name: Supervisors Contact Phone:

Employment From: (month / year) Employment To:(month / year)

Main Duties:
.....
.....

Reason for leaving:

May we contact this employer? Yes No

Employer Name: Position Held:

Supervisors Name: Supervisors Contact Phone:

Employment From: (month / year) Employment To:(month / year)

Main Duties:
.....
.....

Reason for leaving:

May we contact this employer? Yes No

Employer Name: Position Held:

Supervisors Name: Supervisors Contact Phone:

Employment From: (month / year) Employment To:(month / year)

Main Duties:
.....
.....

Reason for leaving:

May we contact this employer? Yes No

OTHER REFEREES *(please state "refer above" if provided in the Employment section)*

Referee's Name:

Address:

.....

Phone Number:

Relationship to you:

May we contact this referee? Yes No

Referee's Name:

Address:

.....

Phone Number:

Relationship to you:

May we contact this referee? Yes No

EDUCATION & QUALIFICATIONS

Name of School:

Highest Qualification Achieved:

Attended from: to:(month / year)

Further / Other Education Completed:

.....

.....

Are you pursuing any other further education or self-improvement studies?

.....

Are you prepared to complete in-house study if required? Yes No

OTHER SKILLS, ATTRIBUTES or RELEVANT INFORMATION

If there is any other skills, experience or other relevant information to your application, please use this space to briefly outline these:

.....

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.....

OCCUPATIONAL HEALTH HISTORY

- This Medical and Occupational Health History is undertaken as part of Progressive Meat Limited’s effort to optimise considerations for your employment and placement.
- Any false or misleading information given in relation to your medical history with can result in the loss of entitlement for any compensation from ACC.

Have you ever had a **work-related** ACC claim? Yes No

Do you have any issues performing any of the following tasks?

- Standing for long periods Yes No
- General lifting Yes No
- Use of machinery Yes No
- Climbing stairs or ladders Yes No

Have you every suffered a back injury or back strain? Yes No

Do you, or have you in the past, suffer from any condition that might contribute to occupational overuse injury such as OOS or RSI? Yes No

Are you allergic to, or have any sensitivity to any substances or chemicals (eg: dermatitis from cleaning chemicals)? Yes No

Do you have any condition or injury that may affect your ability to effectively carry out the functions and tasks of the position applied for? Yes No

Are you currently taking any drugs or medication? Yes No

If you have answered yes to any of the above, please provide brief details:
.....
.....
.....

How many days absence from work or school have you had due to sickness in the last 12 months?

- 0 – 2
- 3 – 5
- 6 – 10
- 11 – 15
- 16 – 20
- Over 20

Do you consent to a pre-employment hearing and drug / alcohol test? Yes No

CRIMINAL OFFENCES

Note: You are not required to provide any information that is eligible to be concealed under the Criminal Records (Clean Slate) Act 2004 in response to the questions in this section.

Have you ever been convicted of a criminal offence? Yes No

Are you awaiting hearing for any charges for any driving offences? Yes No

Are you awaiting hearing for any other offences? Yes No

Are you aware of any charges the Police may be considering laying against you? Yes No

If you have answered yes to any of the above, please provide brief details:
.....
.....

UNDERTAKING & ACKNOWLEDGEMENT

- In submitting this form, I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any false statements may hinder my application and may provide sufficient grounds for dismissal, if hired.
- I understand that Progressive Meats Limited may seek to verify the information provided and I authorise Progressive Meats Limited to contact previous employers as indicated for references to assist in the assessment of my suitability for employment.
- I understand that information obtained via the recruitment process will be held indefinitely on a database maintained by Progressive Meats Limited for the purpose of considering me for future opportunities with the company, its related entities or its clients.
- I understand that I can request to correct or update the information provided with this Application, or arrange to have it deleted or destroyed at any time.

Name:

Signature: Date:

Please return your completed application form with copies of any requested documents to:



Progressive Meats Limited
118 Kelfield Place
Hastings



Progressive Meats Limited
P O Box 36
Hastings 4156



employment@progressivemeats.co.nz