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**Office Use Only**

Date	
Entered	

**Application for Employment**

**PURPOSE**

This information is collected for the purpose of assessing suitability for employment to a position with Cedenco Foods

This form must be completed by the applicant and in readable print

**BACKGROUND INFORMATION**

Family Name:.....

Given Names (underline name used).....

Are you known by any other name(s).....

Give Details.....

Contact Address.....

Home Phone No.....Other Phone No (if any).....

Note: if you do not have a phone number of your own, please include details of means of phone contact

Have you reached the current school leaving age?      **Yes**      **No**

Are you entitled to work in New Zealand, either permanent residence or valid work permit? **If yes, please provide a copy of Work Permit**      **Yes**      **No**

**EDUCATION**

Name(s) of secondary school(s) and tertiary attended:

.....

.....

.....

Qualifications (school certificate, university entrance, etc) – (subjects)  
.....  
.....  
.....

Do you have apprenticeship/NZQA papers? Yes No  
If yes, in what trade were you apprenticed:.....  
What was the name and address of the employer?.....  
What trade qualifications do you hold?.....

Do you have any other qualifications/certificates/licences or attended any courses  
(give details).....  
.....  
.....

What position are you applying for:.....

and in what department **please tick your selection(s)** – Paste / Powder / IQF / AG /  
Engineering / Retort / Packing / Forklift Driving/ Micro Lab/ Quality Assurance

**EMPLOYMENT HISTORY**

**Present or most recent employer**

Company .....  
Address .....  
Job held .....  
Main duties .....  
No of hours worked per week.....  
Length of service .....  
Reason for leaving .....

For the purpose of compliance with the Privacy Act 1993, do you consent to the  
company contacting your present employer for the purpose of reference checking?  
Yes No

**Next most recent employer**

Company .....  
Address .....  
Job held .....  
Main duties .....  
No of hours worked per week.....  
Length of service .....  
Reason for leaving .....

HR14

**Next most recent employer**

Company .....

Address .....

Job held .....

Main duties .....

No of hours worked per week.....

Length of service .....

Reason for leaving .....

Give details of any job that may be relevant

.....  
.....

Have you ever worked in the Food Industry before?      Yes      No

Do you have secondary or other employment?      Yes      No

If yes, please give details.....

**REFEREES**

Give name, address and telephone numbers of at least two referees:

Name	Position	Address	Phone No
.....	.....	.....	.....
.....	.....	.....	.....

If your application is successful when could you commence employment:.....

I consent to the company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and / or referees and authorize the information sought be released by them to the Company for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the company is supplied in confidence as evaluative material and will not be disclosed to me.

**Yes      No**

If yes,.....      Date:.....

(Signature)

**GENERAL**

Are you prepared to work shifts if required to do so?      **Yes**      **No**

Have you worked shifts before?      **Yes**      **No**

Are there any shifts or times that you cannot work?      **Yes**      **No**

Detail.....

Are you prepared to work overtime if required (including weekends and Stats)?

**Yes      No**

HR14

Are you prepared to handle all products, materials, or equipment used in the food industry? **Yes** **No**

Do you have a driver's license? **Yes** **No**

If yes what classes?.....Driver License No.....

**If applying for a forklift position, please attach a copy of your Forklift Certificate**

Do you have any demerit points or endorsements? **Yes** **No**

If yes, please give details.....

.....

Have you been convicted of a criminal offence **Yes** **No**

Are you awaiting the hearing of charges in a civil or criminal court of law?

**Yes** **No**

What transport arrangements do you have to attend your place of employment?

.....

Are you a member of any territorial force unit? **Yes** **No**

If so, have you completed whole training? **Yes** **No**

Are you a member of any voluntary organization that may require time off work?

(e.g. Search and Rescue, Fire Service) **Yes** **No**

If yes, please provide details.....

**MEDICAL**

Do you agree to attend a pre-employment medical assessment as part of Cedenco recruitment process? **Yes** **No**

Do you agree to any biological, progressive disease or injury monitoring if applicable to the job (refer HASE Act) **Yes** **No**

Have you an injury or medical condition caused by gradual process, disease or infection for example hearing loss, eye conditions, sensitivity to chemicals, repetitive strain injuries that may be aggravated or further contributed to by tasks of this job?

**Yes** **No**

If yes, please give detail.....

Do you consent to the company retaining the information contained in this application form for the purpose of considering your suitability for any other position which may arise with this Company in the future? **Yes** **No**

**DECLARATION**

I.....(full name) declare that to the best of my knowledge the information supplied in this application and in any resume provided is correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment maybe terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection can result in loss in my entitlement for any compensation from ACC. I further understand that any offer of employment if made is conditional on my obtaining a full medical clearance through the company's pre employment medical.

.....  
(Signature)

.....  
(Date)

**EMPLOYMENT PROCESS FOR CEDENCO FOODS  
SEASONAL EMPLOYEES**

