



## APPLICATION FOR EMPLOYMENT WITH DAIRYWORKS

Please complete this form in full, sign the declaration and return to Reception at Dairyworks Limited  
719 Halswell Junction Road, Hornby or PO Box 16-636, Christchurch.

Please indicate which role(s) you wish to apply for: Packing Operator  Process Operator   
Other: \_\_\_\_\_

<b>Your Personal Details</b>			
First Name(s): _____	Surname: _____		
Preferred Name: _____	Email Address: _____		
Street Address: _____			
Suburb: _____	City: _____		
Home Phone: _____	Work Phone: _____	Mobile Phone: _____	

**Notice:** If your application is successful, when could you start work? \_\_\_\_\_

### Additional Information

**License:** Do you hold current Driver's License? No  Yes   
If Yes, License Number: \_\_\_\_\_ Classes: \_\_\_\_\_ Forklift: No  Yes

**Work Eligibility:** Are you legally entitled to work in NZ? No  Yes   
If Yes, what identification can you provide if requested: \_\_\_\_\_  
(Passport, Work permit etc)

What type of Visa/Permit do you hold: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Past Applications:** Have you applied for a position at Dairyworks before? No  Yes

Do you have any relatives or friends currently working at Dairyworks? No  Yes

If Yes, please provide details: \_\_\_\_\_

### Previous Employment, Experience and Education

If you have provided a CV with this Application, you are not required to complete this section

Education and Training - Qualifications completed:		Do you have a current First Aid Certificate? No <input type="checkbox"/> Yes <input type="checkbox"/>
Certificate/Degree/Diploma	School/College/University	Year completed

<b>Present Employment (if applicable)</b>	
Name of Employer: _____	
Position held: _____	Since (month/year): _____

Past Employment			
Incl. all positions held in the last 5 years starting at your most recent, and include times of travel, study or unemployment.			
Company/Organisation	Position held	From	To

**Employment Record:** Have you ever been dismissed from a past role or been subject to disciplinary proceedings/investigations for dishonesty, offensive behaviour, absenteeism, or violence in the workplace, or been terminated from your employment at the initiative of a former employer (including redundancy) No  Yes

If Yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Referee Contact Details**

Can we contact your referees before an offer of employment is made? No  Yes

Note: One Referee should be your last employer and at least one referee should have directly managed you in one of your roles

1<sup>st</sup> Referee: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email address: \_\_\_\_\_ Your role: \_\_\_\_\_

2<sup>nd</sup> Referee: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email address: \_\_\_\_\_ Your role: \_\_\_\_\_

**Other Past History**

**Health:** There are physical requirements for the role including standing for long periods and lifting. Do you have any medical or other conditions that may affect your ability to work in this environment, or may be aggravated or contributed to by the functions and responsibilities of employment?: No  Yes

If Yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

**Criminal Convictions:** Have you had any criminal convictions in the past 7 years? No  Yes

Have any charges been laid against you, subject to the Criminal Records (Clean Slate) Act 2004, or are you subject of any pending criminal proceedings? No  Yes

If Yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

**Declaration**

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Dairyworks Limited and/or its agents responsible for any omissions or misstatements which I have made in the information provided.
2. I declare that I have provided a full account of my employment history with no omissions.
3. I understand that all the information provided by me to you, including my CV/Resume, references and any assessments will be held by Dairyworks Limited and/or its agents to be used for the purpose of evaluating my qualifications, experience and suitability for permanent employment or contract positions within Dairyworks.
4. I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, Dairyworks Limited discovers that any information which I have provided is false or misleading.
5. I understand that I am entitled to have access to relevant information retained by Dairyworks Limited (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of any information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.
6. **Referee Checking.** I authorise Dairyworks Limited and/or its agents to approach referees to gain additional information with regard to my past employment performance. I authorise Dairyworks Limited and/or its agents to contact any of my previous employers for purposes of assessing my suitability for employment. I understand that any remarks made by a former employer are confidential and amount to evaluative material, and I will not be entitled to access to this material.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_