



## CONFIDENTIAL APPLICATION FOR SEASONAL EMPLOYMENT

This application is to be completed personally by the applicant and is valid for the duration of continued service. Please fill in all sections of the application form and notify us if there are any changes in your contact details where required.

The information collected will be used in the first instance to select suitable applicants for an interview and pre employment health assessment. This application must include at least two references, with one of those being a work related referee where possible. You may also wish to support this with a copy of your CV.

If you are subsequently employed by Silver Fern Farms Limited, the information supplied in this application, and any other information provided/collected during your employment, will be held in the company's personnel records. This will be available to you, Human Resource or Occupational Health and Safety personnel for reference, monitoring and assessment purposes.

<b>POSITION APPLIED FOR</b>	Shepherd	Trimmer	Full-time Part-time	Dayshift Nightshift
	Slaughterperson	Packer		
	Slaughtering assistant	Boner		
	General labourer	Other		
<b>DATE AVAILABLE TO START WORK:</b> _____				

<b>NAME</b>	Surname _____
	Given names (underline the name used) _____
<b>ADDRESS</b>	Number and street address _____
	Suburb _____ Town / City _____
	Email Address (if available) _____
	Home Phone _____ Work Phone _____ Mobile Phone _____

<b>NEXT OF KIN CONTACT</b>	Name _____ Phone No _____
	Address _____
	Relationship _____

**REFEREES**  
List the name and details of two referees, preferably your most recent past employers

Name	Position	Company	Phone number

I consent to the company seeking verbal or written information about me from my previous/current employers and/or referees and authorise the information sought, to be released to Silver Fern Farms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>RESIDENT STATUS</b>	Are you a New Zealand citizen?	Yes	No
	If not, do you have the right of permanent residence or a work permit? ( evidence will be required )	Yes	No

**EDUCATION AND TRAINING**

Name of school/university / facility	From	To	Course Taken	Qualifications gained

**OTHER CERTIFICATES, LICENCES OR SKILLS (GIVE DETAILS)**


**WORK HISTORY**

NAME OF EMPLOYER Most recent employer first	ADDRESS	START DATE	FINISH DATE

**GENERAL INFORMATION** (Please tick appropriate column)

Have you been convicted or charged of a criminal offence as per Criminal 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 give details

Have you ever been dismissed by a previous employer?  
 YES    NO

If YES, give details

If you are employed by Silver Fern Farms will you be working at any other place outside of your hours at SILVER FERN FARMS?  
 YES    NO

If YES, give details

Have you previously been employed at Silver Fern Farms or PPCS?  
 YES    NO

If YES, give details: Work site \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Have you previously been employed in the meat industry?  
 YES    NO

If YES, give details

Have you worked shifts before?  
 YES    NO

Are you prepared to work shifts if required?  
 YES    NO

Are you prepared to work overtime if required?  
 YES    NO

Would you change your hours of work given due notice?  
 YES    NO

What are your interests/hobbies/sports/clubs or community interests?

**AVAILABILITY**

Do you have any commitments which may prevent you from attending your place of employment in the future? ( e.g. planned holidays, exams, dental visits )  
 YES    NO

If YES, give details

**DECLARATION**

I \_\_\_\_\_ (full name) declare that to the best of my knowledge the answers in this application are correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I may not be employed, or if employed I may be dismissed.

I understand that the information is given for the purpose of assessing my suitability for possible employment at Silver Fern Farms and I permit disclosure of this information to personnel responsible for employee selection. I have completed the INFORMED CONSENT TO RELEASE PERSONAL INFORMATION form and have supplied one of the following - drivers license, passport, birth certificate or statutory declaration with this application.

I permit the company to retain the information contained in this application form, and any supporting material e.g. CV, for the purpose of considering my suitability for other positions which may arise in this company in the future.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY:** (Please ensure the following is completed)

- Seasonal Application Form completed
- Applicant details placed on seasonal employee database
- Seasonal Application screened
- Applicant letter sent
- Referees contacted
- Informed Consent to Release Personal Information completed
- Drivers license, passport, birth certificate or statutory declaration provided with application
- Consent form for Pre employment medical and drug/alcohol testing completed
- Medical History Questionnaire completed
- Pre Employment Medical examination completed
- Meat Handlers Medical certificate completed.
- Applicant letter sent to advise of employment status
- Successful applicant has attended plant induction
- Copies of all material relevant to application put in employee file

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_