



GROW WITH US

Employment Application Form

Why we need this form

This form has been designed to give CLAAS Harvest Centre only the essential information it requires to successfully manage its recruitment and employment process and meet its health and safety obligations.

Contact Information

It is imperative that we have your contact details and the details of an emergency contact on file, should a situation arise during the course of your employment that necessitates us contacting you or your family/ friends.

Education and Employment History

This information is required so that we can assess whether the various skills and experiences you have acquired prior to joining CLAAS Harvest Centre would be appropriate in the role you are applying for. Additionally, internal opportunities occasionally arise and it could be that we need a person with just your abilities and background.

Licence Records

Your role may or may not involve driving a vehicle but in the event that this is required in the course of your position, we need to ensure that you are fully licensed to drive the vehicle in question and that there are no outstanding violations or offences that will compromise CLAAS Harvest Centres liability in any way.

Health and Safety Record

Our aim is to protect your health and safety. We therefore require information on existing health conditions that may affect your safety and/or that of others at CLAAS Harvest Centre.

Employment Record & Referees

We reserve the right to conduct reference checks with your previous employers. These references ensure that we get an accurate and proven portrayal of you and act as testimony to the information and details you have provided to CLAAS Harvest Centre during the recruitment process.

Privacy

In compliance with the Privacy Act 1993 (New Zealand) and the Privacy Act 1988 (Australia), we would like to add that this information is held securely within the CLAAS Harvest Centre & Landpower Human Resources department with only properly authorised people having access to it. If any person wishes, they may have access to their personal files and discuss any matter that is contained within. If an applicant is unsuccessful in securing employment then they may request that CLAAS Harvest Centre / Landpower destroys all confidential information gathered during the recruitment process.

***YOU ARE REQUIRED TO COMPLETE ALL SECTIONS.
THANK YOU.***

Employment Information

Full time Part time Casual

Position Applied For:

Location:

Personal Details

First Name(s):..... Last Name:

Preferred Name:

Address:

.....

email:

Mobile Number: Home Number:

- Are you 16 years of age or over? Yes No

- Do you have a spouse, partner, relative or household member working at CLAAS Harvest Centre, Landpower or elsewhere in this industry? Yes No

If your answer is Yes, please provide more details:

.....

- Are you legally entitled to work in this country? Yes No

You will be required to produce evidence of your eligibility to work in New Zealand or Australia

Emergency Contact Details

First Name(s):..... Last Name:

Relationship to You:

Address:

.....

Mobile Number:Home/work Number:



Education *(From Secondary Education Only)*

Qualifications	Institution	Date Completed

Trade Qualifications:

Year of Apprenticeship Completion:

Company:

Licence Record

- Do you hold a full Australian or New Zealand Driver's Licence: Yes No
- Country of issue: Licence Number:
- Class(es): Expiry Date:
- Demerit Points:
- Has your Licence ever been cancelled? Yes No
- Copies Attached: Yes No

Authorisation to Provide Licence History

I.....am the holder of Licence number

My date of birth is.....

This letter serves as my authority for you to provide the following details pertaining to my licence as requested by CLAAS Harvest Centre.

1. History of convictions
2. Current demerit points total: and
3. Pending prosecutions.

Signature:

Date:

In the event of the application being successful, this information is required as the applicant may be required to drive a company vehicle.



Employment History *(Please include all jobs held with the most recent first)*

Name of Employer:

Position Held:

Length of Service - From: To:

Key Duties & Responsibilities:

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Reason for Leaving:

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Name of Employer:

Position Held:

Length of Service - From: To:

Key Duties & Responsibilities:

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Reason for Leaving:

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Name of Employer:

Position Held:

Length of Service - From: To:

Key Duties & Responsibilities:

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Position Held:

Length of Service - From: To:

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Name of Employer:

Position Held:

Length of Service - From: To:

Key Duties & Responsibilities:

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Reason for Leaving:

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Name of Employer:

Position Held:

Length of Service - From: To:

Key Duties & Responsibilities:

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Reason for Leaving:

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Pre-employment Health Questionnaire

- Do you have or have you ever had an injury or medical condition that the tasks of the role applied for may aggravate, or which may affect your ability to perform the role? For example, back injury, hearing loss, blackouts, fits, seizures, gradual process injury (formerly known as OOS/RSI). *(Please note that this list is not exhaustive).*

Yes No

If Yes, please provide details below:

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- During the past five years have you suffered an injury or received treatment for an injury that necessitated an extensive absence from work? Yes No

If Yes, please provide details below:

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Have you ever suffered from:

	Yes	No
Heart Complaint		
Hernia		
Blackouts/Fits		
Seizures/Epilepsy		
Back Injury/Strain		
Vision or Hearing Impairment		

If Yes, please provide details below:

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- Are you allergic or do you have any sensitivity to any substances or chemicals? Yes No

If Yes, please provide details below:

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General

- Are you prepared to work overtime? Yes No
- When are you available to start work?
- How would you travel to work?
- Salary/wage expectations?
- Other than minor traffic offences, have you been convicted of any criminal offences?
Yes No
- Are you currently under investigation for any other offence whether criminal or otherwise?
Yes No
- Are you awaiting the hearing of any charges? Yes No

The declaration of an offence does not disqualify an individual from consideration for appointment. However, the non-declaration of an offence that you are required to disclose will be seen as a misrepresentation of a criminal record and is grounds for dismissal if your application is successful. Please ensure that you detail convictions that are required to be disclosed.

NB: NZ applicants you are not required to disclose any charges or convictions that are eligible to be suppressed under the New Zealand Criminal Records (Clean Slate) Act 2004 and its amendments.

If Yes, please provide details below:

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Referees - please list two or three referees (not relatives) who we can contact concerning previous employment

Name: Position:

Company:

Ph:..... email:

Name: Position:

Company:

Ph:..... email:

Name: Position:

Company:

Ph:..... email:

- May we contact your present employer as a referee? Yes No

Declaration

I,..... (full legal name) declare to the best of my knowledge, the answers to the questions in this application are accurate and true. I understand that if any false information is given or any material fact omitted on this application, I may not be accepted for employment. In the event that my application is successful, the information provided on this form and in my curriculum vitae will form part of my employment agreement with CLAAS Harvest Centre. I acknowledge that if the company discovers a misrepresentation or omission of information made during my recruitment then this may be grounds for summary dismissal. I also understand that any false information given in relation to my medical history may result in my loss of entitlement to compensation from ACC or Workers Compensation.

I acknowledge that the information given by me in connection with this application may be discussed with my referees, and I agree to them being contacted. I understand that the information gathered from this will be held in confidence and will not be made available to me.

Signature:

Date:

If my application is unsuccessful (*please tick one*):

- Please keep my information on file, should another suitable position arise
- Please destroy my Employment Application Form



Reference Checks Conducted

Date conducted:

Name: Position:

Company:

Date conducted:

Name: Position:

Company:

Date conducted:

Name: Position:

Company:

Documents

The following documents have been sighted where relevant:

- Birth Certificate
- Qualifications
- Trade Certificates
- References
- Driver's Licence
- Work Permit
- Endorsements

Acceptable for employment - Yes No

Employment Details

Is the Candidate Successful: Yes No

Interviewer Name:

Position:

Signature: Date:

Employee Name:

Position:

Start Date:

