

**Application for Employment**

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***Introduction***

Gropak Limited grow, procure, process, package, market and distribute fresh produce to supermarkets. We are focused on delivery excellent quality fresh produce, and everything we do is focused on that goal. Our tight-knit team is made up of an exceptional group of people, all aiming to ensure that Gropak Limited retains and grows its reputation as the best producer and distributor of fresh produce in New Zealand, while operating under all relevant regulations at all times (including NZ GAP, the MPI Food Control Plan and NZ Gap Social Practice).

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| **Position(s) applied for:** |  |

**Personal Information**

The information requested on this application form will be used for the purpose of assessing your suitability for placement in the position for which you have applied. If successful, it will be placed on your confidential personnel file; if unsuccessful, your application form and copy CV will be destroyed (if supplied). Please complete the form yourself.

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| **Surname** |  |
| **First name (s)** |  |
| **Preferred name** |  |

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| **CONTACT DETAILS** |  |
| Residential Address |  |
| Postal Address  (if different from above) |  |
| Mobile |  |
| Email |  |
| Work Number\* | \*If we are able to contact you during working hours |
| IRD Number |  |
| Kiwisaver | * Yes * No   Opt in / opt out (delete applicable) |
| Bank Account Number |  |
| Next of kin (in case of accident):  Name:  Contact number:  Relationship to you: |  |

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| **CITIZENSHIP** | | |
| Are you a New Zealand citizen? | * Yes | * No |
| If no, you must have either permanent residency or a valid work permit. Indicate which and provide a certified copy of the applicable document. | * Permanent residency * Valid work permit | |

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| **CRIMINAL DISCLOSURE** Note: Offences more than seven (7) years old do not need to be disclosed in accordance with the Clean Slate Act; however there are some that are excluded under this Act. For more information on the Clean Slate Act visit the Ministry of Justice website on www.justice.govt.nz | |
| Have you been convicted of a criminal offence? | Yes No |
| If yes, please provide brief details: | |
| Have you received diversion for a criminal offence? | Yes No |
| If yes, please provide brief details: | |
| Are you awaiting the hearing of charges in a court? | Yes No |
| If yes, please provide details, including charge  and date of hearing: | |
| Have you ever been imprisoned? | Yes No |
| If yes, please provide brief details | |
| Have you been the subject of a Police investigation in the last ten years? | Yes No |
| If yes, please provide brief details: | |

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| **GENERAL INFORMATION** | |
| Do you have a current drivers licence? | Yes No |
| If you do have a current licence, what class is it? (learners, restricted, restricted – automatic only; full – class one; class two etc) |  |
| If you do have a current licence, what is your licence number? |  |
| ***Please provide a copy of your licence (or bring your licence with you to any interview and we will copy it)*** | |
| Do you have reliable transport to get to and from work? | Yes No |
| Do you currently have secondary employment? | Yes No |
| Have you ever raised a personal grievance against your employer? | Yes No |
| Have you ever declared bankruptcy? If yes, please provide brief details. | Yes No |

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| **WORK HISTORY – 2 most recent workplaces** | |
| **Company One** | |
| Name of Company: |  |
| Position held & duties: |  |
| Name of manager: |  |
| Dates of employment: |  |
| Reason for leaving (if not current): |  |
| **Company Two** | |
| Name of Company: |  |
| Position held & duties: |  |
| Name of manager: |  |
| Dates of employment: |  |
| Reason for leaving (if not current): |  |

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| **HEALTH AND SAFETY** | | | |
| *The following information is required to assist us to meet our obligations under the Health and Safety at Work Act 2015 or any subsequent legislation and its amendment(s); and the Injury Prevention, Rehabilitation and Compensation Act 2001* | | | |
| Is there any health-related matter that might prevent you from performing the full range of tasks involved in this position to a fully competent standard, including the effects from any previous or current injuries or health conditions e.g. hearing loss, asthma, allergies, chemical or substance sensitivity, repetitive strain injury, back, joint or mobility issues, epilepsy, seizures or heart conditions? If yes,please provide brief details.  Yes No Not Sure | | | |
| Do you, or have you had in the past, any mental health/stress/anxiety related conditions or disorders that might prevent you from performing the full range of tasks involved in this position to a fully competent standard, or that may be aggravated by the requirements of this position (as in the job description)? If yes, please provide brief details.  Yes No Not Sure | | | |
| Have you experienced any physical or psychological issue or any issue in combination with other health related issues, which has required you to exceed your sick leave entitlement in any given year? If yes, please provide brief details.  Yes No Not Sure | | | |
| Please describe any support that would be needed to ensure your health and safety in the workplace. This may include technical aids, equipment or adaptions to the work environment. | | | |
| In your past employment have you been exposed to any noise, asbestos, heavy metals, solvents, skin irritants or infectious material? If yes, please provide brief details.  Yes No Not Sure | | | |
| *Medical Clearance – In some situations, further specific medical information relating to the requirements of the job will be needed. Therefore, before being offered employment, you may be required to undertake a pre-employment medical examination (at our expense) and /or authorise the release of relevant ACC claims history relating to yourself. In this case, a satisfactory report will be a condition of employment.* | | | |
| **EDUCATION** | | | |
| Please complete this section of you are NOT attaching your full curriculum vitae | | | |
| Indicate your highest qualification achieved:  (Please provide supporting documents) | | | |
| **EDUCATION FACILITY** | **LOCATION** | **QUALIFICATION (Certificate/Diploma Degree)** | **DATE** |
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| ***If you finished high school in the past 2 years, please provide copies of your 2 most recent school reports. If you do not have those, please provide the name/contact details of at least one teacher/principal to provide a reference for you (in the referee section below)*** | | | |

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| Please list any studies currently being undertaken |
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| Give details of any other qualifications, certificates, licences or courses attended which are relevant to the position you are applying for: |
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| **REFEREES** | |
| *Please give details of three referees we can contact. Note: By providing the names and details below, you authorise us to contact these people for the purpose of obtaining a reference****.*** | |
| Name |  |
| Organisation |  |
| Contact Phone Number |  |
| Relationship (e.g. co-worker) |  |
|  | |
| Name |  |
| Organisation |  |
| Contact Phone Number |  |
| Relationship (e.g. co-worker) |  |
|  | |
| Name |  |
| Organisation |  |
| Contact Phone Number |  |
| Relationship (e.g. co-worker) |  |

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| **APPOINTMENT** | |
| If your application is accepted, when could you commence your employment? |  |
| Are you available for rostered weekend work? |  |
| Are you available to work public holidays (noting that we are a 24/7 operation and need to stay open most public holidays)? |  |
| If you are applying for a growing position, do you understand that we are somewhat weather dependant and you may need to work flexible days through the week depending on the weather? |  |
| In the event you are appointed you may be required to undergo police vetting and you may be required to complete a Privacy Application Form for the police vetting service and provide proof of appropriate identification. | |

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| **DECLARATION** |
| I authorise Gropak to contact the referees named above to discuss my application with them for the purpose of gaining a confidential assessment of my suitability for this position.  Unless otherwise indicated, I authorise Gropak to contact previous employers to discuss my past employment and this application with them.  I further authorise Gropak to provide a copy of this declaration to my referees / previous employers as authority for them to divulge information about me, if they require it. I understand that any offer of employment may be conditional on my obtaining a full medical clearance through Gropak’s pre-employment medical examination if relevant to the position I am applying for; a negative drug test if Gropak requires and a satisfactory pre-employment Police screening check.  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) declare that the information provided in answer to the questions in this employment application are correct, as are the details of the CV accompanying this application. I understand that if any false or misleading information is given, any material fact suppressed, or any document is found to be falsified, my application may not be accepted, or if I am already employed I may be dismissed without notice. I further understand that returning this application electronically constitutes an electronic signature.  Please sign and date  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**NOTES FOR APPLICANTS**

The following statements are made in accordance with the Privacy Act 2020:

* Failure to supply information requested may prejudice our ability to assess your suitability for employment
* You have the right of access to personal information and to seek any correction and to seek any correction you think necessary to ensure accuracy