

CONFIDENTIAL

TASTI PRODUCTS LTD



# APPLICATION FOR EMPLOYMENT

This information is collected for the sole purpose of assessing your suitability for employment at Tasti Products Ltd.

Completion of this form does not give any obligation for Tasti Products Ltd to engage the applicant into employment.

**Please complete all sections of the form fully.**

<b>Date of Application</b>	
<b>Position Applied For</b>	
<b>Preferred Shift</b> (you may tick more than one) <input checked="" type="checkbox"/>	<input type="checkbox"/> <b>Dayshift</b> (8.00am – 4.30pm) <input type="checkbox"/> <b>Twilight</b> (4.20pm – 12.50am) <input type="checkbox"/> <b>Graveyard</b> (12.20am – 8.20am)

Personal Details			
First Names		Surname, or Family Name	
Preferred Name		How do you like to be addressed?	Mr /Ms /Mrs /Dr (Other)
Home Address		Home phone number	
		Day/work phone number	
		Mobile phone number	
		Email address	
		Other	

Entitlement to Work in New Zealand (if your application is successful you will be asked to provide evidence)	
<b>Are you legally entitled to work in New Zealand as:</b>	<b>Please circle:</b>
A New Zealand citizen?	Yes No
A permanent resident?	Yes No
A holder of a current work visa?	Yes No
	If Yes to Work Visa please answer the following:
Work Visa No:	Expiry Date:

Advertising					
How did you hear about employment opportunities at Tasti?	<b>Newspaper</b> Please specify e.g. Western Leader	<b>Tasti mailer</b>	<b>Tasti Employee</b> Please specify who & your relationship to them	<b>Seek Internet Advert</b>	<b>Other</b> Please specify
<b>Please tick the appropriate box</b>					

General Information	Please circle your answer
Are you prepared to work shifts if required to do so?	Yes      No
Are you prepared to work overtime if required?	Yes      No
Do you have a CURRENT drivers licence?	YES / NO      Learners / Restricted / Full
What transport arrangements do you have to attend your place of employment?	Own Car / Bus / Train / Walk / Bike <b>Other:</b>
Do you have any allergies to nut products?	Yes      No
What is your notice period from your present employer?	
Have you worked for Tasti Products Ltd before?	Yes      No      DATE: _____ ROLE/DEPT: _____
What are your interests/hobbies/sports or community activities?	
Do you have any relatives or know any one who works at Tasti Products Ltd?	Yes      No If yes, please state Who and what your relationship to them is:
Do you have any criminal convictions, not including any concealed under the Criminal Records (Clean Slate) Act?	Yes      No If Yes, please provide details
Are you awaiting the hearing of charges in a civil or criminal court of law?	Yes      No If Yes, please provide details

**Important Notice:** after a new employee starts with Tasti a Police criminal history check will be carried out with the Ministry of Justice. If this comes back with a positive result for criminal convictions that were not declared in application form this be classed as serious misconduct, which could lead to termination of employment.

Please note not all criminal convictions will be an issue for people applying for our positions provided that they are declared them upfront in this application. If you are in any doubt on whether or not to disclose something it is recommended that you record it above for our consideration. Failing to declare something because you "weren't sure or didn't know it needed to be declared" will not be accepted as an excuse for returning a positive criminal history check.

**Education/Qualifications**

Please provide details of any qualifications or education that you may have that may be relevant to the position you are applying for (e.g. school certificate, university degrees, certificates).

Subjects passed	Years attended	Qualification/Education

**Employment History**

Please provide details of your employment beginning with your current employment

**Name of Present Employer Company**

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**Address of Employer:**

**Position Title:**

**Main duties of the position held:**

**Reason for leaving:**

**Employment History**

**Previous Employer Company**

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**Address of Employer:**

**Position Title/Held:**

**Main duties of the position held:**

**Reason for leaving:**

Employment History	
Previous Employer Company:	Dates: From: _____ To: _____
Address of Employer:	
Position Held:	
Main duties of the position held:	
Reason for leaving:	

Work References			
Please nominate three people you have worked for that we may contact for the purposes of reference checking			
Details	(1)	(2)	(3)
Contact Name & Position			
Company Name & Address			
Contact Phone Number			
Email Address			

Consent to Work References	
For the purposes of reference checking I give my consent for Tasti Products Ltd to contact and obtain information about me from my nominated work references for the purpose of ascertaining my suitability for employment at Tasti Products Ltd.	Yes    No
Signature:	Date:

## Medical Status

The following information is required to assist Tasti Products Ltd to meet its obligations under the Health and Safety in Employment Act 1992 and the Injury Prevention Rehabilitation and Compensation Act 2001 and to assess your ability to carry out the duties of the job.

Do you have any injuries or medical conditions which may affect your ability to carry out effectively the functions and responsibilities of the position applied for?

Yes No  
If yes, please detail

Do you have an injury or medical condition caused by gradual process, disease or infection, e.g. hearing loss, sensitivity to chemicals or repetitive strain injuries, that may be aggravated or further contributed to by the tasks of the position applied for?

Yes No  
If yes, please detail

Do you agree to undergo a pre-employment medical examination if required?

Yes No

Do you consent to any biological monitoring, if applicable to the job? (including drug testing and hearing tests)

Yes No

Are you prepared to handle all products, materials or equipment used in the industry?

Yes No

Are you prepared to abide by the Company Health & Safety and house rules?

Yes No

## Declaration

I, \_\_\_\_\_ (full name) declare that to the best of my knowledge, the statements made in this application and in any Curriculum Vitae enclosed are true and complete and that I am not aware of any conditions or situations which may affect my ability to carry out the functions and responsibilities of the position applied for. I understand that if any false or misleading information has been given, or I have omitted any important information, I may be disqualified for appointment, or if appointed, this may lead to the termination of my employment. I also understand that should I be successful with my application to Tasti Products Ltd, that information gained during the course of employment is treated confidentially, and will not be communicated to other individuals or organisations.

**Signature:**

**Date:**

## Equal Employment Opportunities

INFORMATION CONTAINED ON THIS FORM IS FOR EQUAL EMPLOYMENT OPPORTUNITIES DATA COLLECTION ONLY.  
IT IS NOT USED IN THE SELECTION PROCESS. PLEASE COMPLETE ALL SECTIONS.

<b>Gender</b>	Please circle	Male	Female
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Ethnicity					
Which of the following ethnic groups do you most identify with?				Please circle relevant answer	
New Zealand Pakeha	Yes	No	New Zealand Maori	Yes	No
European (please specify below)	Yes	No	Asian (please specify below)	Yes	No
Pasifika (please specify below)	Yes	No	Other (please specify below)	Yes	No

Address for Response
<p><b>Please send your completed Application Form and copy of your CV to:</b></p> <p>Human Resources Team,  Tasti Products Ltd,  PO Box 45013,  Auckland 8.</p> <p>Alternatively you may hand in your completed application form and CV to our receptionist at</p> <p>25 Totara Road,  Te Atatu Peninsula  Auckland  or email to <a href="mailto:jobs@tasti.co.nz">jobs@tasti.co.nz</a>.</p>

**Thank you for your application.**

**FOR HR OFFICE USE ONLY**

Candidate selected for interview	Yes      No	Date:
Applicant notified of outcome	Yes      No	Date: