

# FRESH CHOICE NELSON CITY EMPLOYMENT APPLICATION

## **WHY WE NEED FORMS**

In an age when more and more people are quite rightly questioning the rights of organisations to hold large amounts of comprehensive information on people, it might seem that this form asks too much. However, we can assure you that this form has been designed to give the company the essential information it requires so that we ensure our employees receive the growing benefits we as a company are endeavouring to provide. We therefore ask you to complete this form personally.

## **PERSONAL:**

Obviously we need to know the name and address of employees and who to contact and where in an emergency.

## **EDUCATION AND EMPLOYMENT RECORD:**

These are required so that we can know the various skills and experiences you have. In a company like ours, opportunities are continually arising and it could be we need a person with just your abilities and background. If we do not have this information it would be easy for you to be overlooked.

## **HEALTH AND SAFETY RECORD:**

We do not wish to harm people or have people aggravate health problems they already have. We wish to avoid a situation where the work we ask you to do causes any problems.

## **REFEREE AND EMPLOYMENT RECORD:**

We do check with your previous employers. This ensures that we employ the calibre of people who will enhance our company's reputation, whilst maintaining its friendly harmonious atmosphere.

## **CRIMINAL CONVICTIONS**

The Criminal Records (Clean Slate) Act 2004 came into effect on 29 November 2004. This allows people to conceal those convictions, so long as (1) you have never had a custodial sentence (eg imprisonment, borstal) imposed on you; and (2) seven years have passed since your most recent conviction; and (3) any fine/reparation/costs/compensation has been paid. Regardless of how long ago you were convicted, you are not eligible to conceal your convictions if:

- You have ever been convicted of a sexual offence; or
- You have ever been disqualified from holding a driver licence for repeat offending involving alcohol or drugs; or
- The conviction was from overseas

**In conclusion, we would like to add that this information is held securely, 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 in it.**

**FRESH CHOICE NELSON CITY  
EMPLOYMENT APPLICATION**

Date of Application: \_\_\_/\_\_\_/\_\_\_\_\_

Surname: \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ Work \_\_\_\_\_ (Mobile)

Please answer all questions in full.

CV Attached? Yes  No

**General:**

Date of Birth -----/-----/-----

Are you legally entitled to work in New Zealand?  
Yes  No

Do you hold a current   
- Visa/Work Permit   
- Student Visa

**NOTE: You will be required to produce a copy of your  
eligibility to work in New Zealand**

Do you have a spouse, partner, relative or household member  
working here or elsewhere in this industry?

Yes  No

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

Have you previously been employed by Progressive Enterprises  
Ltd / Wholesale Distributors - The Supply Chain, Foodtown,  
Countdown, 3Guys, Woolworths, Big Fresh, Price Chopper or  
Woolworths@Gull, Foodmore, Southmore, or CRM Facility or  
SuperValue or FreshChoice?

Yes  No

If yes, indicate dates, location and reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criminal Convictions:**

Have you ever been sentenced to a custodial sentence (eg  
imprisonment or borstal), regardless of how long ago?

Yes  No

Have you ever been convicted of a sexual offence, regardless of  
how long ago?

Yes  No

Have you ever been disqualified from holding a driver licence for  
offences involving alcohol or drugs, regardless of how long ago?

Yes  No

Have you ever been convicted of an offence overseas, regardless  
of how long ago?

Yes  No

Have you ever been convicted of any offence in the past 7 years?  
Note all convictions, including overseas convictions must be  
disclosed.

Yes  No

If yes to any of the above, please explain offence and final  
outcome:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you awaiting the hearing of any charges?

Yes  No

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

Have you ever been the subject of the Police Diversion Scheme?

Yes  No

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

Have you ever been dismissed/terminated for dishonesty, or been  
the subject of an investigation that resulted in your resignation?

Yes  No

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

Do you hold a current New Zealand Drivers License?

Yes  No

**Education:**

School or Tertiary Institute most recently attended

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Qualifications Attained:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Employment History**

List your three most recent employers, starting with current  
employer:

Employer: \_\_\_\_\_

Location: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Position: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

Ladder work      Computer      Following Instructions  
Use

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Key Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Key Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:**

Please provide two work referees (not relatives) for whom you give us authorization to contact on a confidential basis:

1. Name: \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

How do you know this person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

How do you know this person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Health:**

Are you currently taking any medication that may affect your ability to perform the position you are applying for?

Yes       No

If **yes**, please provide details

\_\_\_\_\_

The following question is to ensure we do not place you in a position or ask you to complete tasks which may aggravate any existing or historic medical condition or injury you may have.

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

Yes       No

If **yes**, please provide details

\_\_\_\_\_

\_\_\_\_\_

The tasks for this position may involve:

Standing      Walking      Cleaning      Bending  
Lifting      Counting      Reading      Concentrating

**Health continued:**

Are you allergic to, or have sensitivity to any substances or chemicals?

Yes       No

If **yes**, please provide details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following question is to ensure we do not place you in a position or ask you to complete tasks which may aggravate any existing or historic medical condition or injury you may have. This information also helps us to identify any additional assistance we may be able to provide to you in your role.

Have you suffered from (please circle):

1. Hearing loss		Yes	No
2. Heart Complaint	Yes	No	
3. Blackouts or fits/seizures/epilepsy	Yes	No	
4. Hernia	Yes	No	
5. Colour blindness	Yes	No	
6. Back Injury / Back strain	Yes	No	
7. Gradual Process Injury	Yes	No	
8. Stress related depression or mental illness	Yes	No	
9. Other (please describe)	Yes	No	

If you answered Yes to any of the conditions described above, did that result in treatment in the past 5 years which has necessitated an absence from, or affected your ability to work?

Yes       No

If **yes**, please provide details

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

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

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 at any time. I understand that the information gained from this will be held in confidence and will not be available to me.

.....  
Signature

.....  
Date

\_\_\_\_\_