

## **APPLYING FOR HARVEST & PACKING EMPLOYMENT**

**PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM (HGR-001)**

- Do you have a positive attitude?
- Are you a reliable person with a good work ethic?
- Are you a consistently productive person?
- Do you care about what you do and how you do it?
- Do you willingly follow orders and instructions?
- Do you work well with other people?

### **HARVEST EMPLOYMENT:**

- Harvest work is casual employment
- Casual employment may be terminated giving one hours notice
- AgriExchange tries to provide harvest workers with consistent work however there should be no expectation of ongoing employment
- Harvest work may be paid by piece rate based on output or task, for example a citrus picker is paid for the number of bins picked

Please write as neatly as you can. You need to complete all sections of the form. If you have questions about the form you may ask our administration staff.

Remember to include a phone number.

Provide us with your employment history and work references. Please discuss with us any concerns about providing employment history and work references. You may not be offered employment if you fail to complete this section.

If you have a resume, references, driver's licence etc. please include copies of them with your application, including work visas.

Please let us know if you have an injury or illness that may affect your ability to do this work. As an employer we have an obligation not to place employees at risk of injury or illness while at work. The information you provide will help us to provide a safe workplace. Many of our current employees have some physical restrictions or diagnosed medical conditions. It is a condition of employment that you truthfully declare any pre-existing injury or illness that may impact on your ability to do this work.

Completed application forms should be forwarded to:

For Harvest Applications:

**People and Culture Manager  
AgriExchange Pty Ltd  
PMB 52  
Renmark SA 5341**

For Packing Applications:

**Staffing Coordinator – Packing  
AgriExchange Pty Ltd  
PMB 52  
Renmark SA 5341**

(A copy of this information is provided, along with Employment Application Form HGR-001, to applicants.)

**EMPLOYMENT APPLICATION FORM**

SEASONAL

<b>Given name(s)</b>	<b>Surname</b>
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ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_ MOBILE: \_\_\_\_\_

Date of birth \_\_\_\_\_ (optional) MALE / FEMALE (Circle)

ARE YOU LEGALLY ENTITLED TO WORK FULL TIME IN AUSTRALIA? YES/NO

**TYPE OF WORK APPLYING FOR:**

Sorter / Packer		Fruit Picker	
Shed Hand		Farm Hand	
Clerical		Nursery Hand	
Other please specify			

This form is used for various locations. Please indicate your preferred location, shift preferences and whether you are available to work overtime.

<b>Location</b>	<b>Shift</b>	<b>Y/N</b>
Renmark	Day	Overtime
Kangara, Murtho	Afternoon	
Solora, Loxton	Weekends	

(Number them in order of preference.)

Detail experience in the type of work applied for: \_\_\_\_\_

Preferred number of hours per week \_\_\_\_\_

Have you worked at Yandilla Park/AgriExchange, Kangara, Solora previously. **(Please circle)**

If YES, When FROM: \_\_\_\_\_ TO: \_\_\_\_\_

What position did you hold? \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Name of last employer \_\_\_\_\_

Phone number of last employer \_\_\_\_\_

Position held \_\_\_\_\_

How long were you in this job \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous employment history (most recent first)		Period		Reason for leaving
Employer	Position	From	To	

**GENERAL**

- Do you have a current valid Driver's licence? YES  NO  Class ( )  
 State ( )
- Do you have a current valid Forklift licence? YES  NO
- Have you used an elevated work platform? YES  NO

Please list your education listing the most recently completed study first

Name of School/College/University	Dates attended	Level/status attained

Studies currently in progress:

Education provider: \_\_\_\_\_ Course: \_\_\_\_\_

Status: \_\_\_\_\_

Please list any other qualifications/training which you believe to be relevant to this position (ie. First Aid Certificate, foreign language) \_\_\_\_\_

Do you have a pre-existing injury or medical condition that may affect your ability to do this work?  
 YES  NO

If YES, please give details \_\_\_\_\_

It is a condition of employment that you honestly state any pre-existing injury or medical condition that may impact on your ability to do this work. Failure to do so will be considered a breach of your employment contract and can lead to termination of employment.

Are you willing to undergo a medical examination (at the Company's expense) to determine your ability to perform the tasks of this job prior to being accepted for employment? YES  NO

**CHARACTER REFERENCES (preferably business)**

1. Name \_\_\_\_\_ Firm \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Firm \_\_\_\_\_ Phone \_\_\_\_\_

**AgriExchange is an Equal Opportunity Employer. Our employees enjoy a Smoke Free Workplace**

**ACCOMMODATION (Solora Farms Only)**

**\*\*\*STRICTLY NO TENTS\*\*\***

Do you require on site accommodation YES / NO.....POWERED SITE / UN-POWERED SITE  
 Staff must work at Solora Farms for a minimum of one week prior to moving into the park. Keys are issued on approval. A reference is required for new staff, please provide details of referee.

Contact name and phone number: \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

If no vacancies are available, your application will be kept on file for six (6) months. If you have not been contacted in this time, we recommend that you complete another application.

**Our Commitment to Privacy**

AgriExchange Pty Ltd is very conscious of the need to safeguard our employees' rights to privacy of information. We undertake only to use information we collect from our employees to efficiently and effectively conduct our business. We are committed to safeguarding our employees' privacy by ensuring personal information is protected in a way that observes our own corporate values, as well as being consistent with the requirements of the Privacy Amendment (Private Sector) ACT (2000) and the National Privacy Principles.

**Office use only:**

References checked YES  NO  Comments: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Staffing Co-ordinator / Harvest Supervisor / People and Culture Manager