



HUMAN RESOURCES Employment Application

Drug & Alcohol testing is a requirement of employment at Hilltop Meats

DATE: __/__/__

MR/MRS/MISS GIVEN NAME: _____ SURNAME: _____ Male Female

PREFERRED NAME: _____ ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

HOME PHONE: _____ MOBILE: _____

EMAIL: _____ LICENSE NO. _____

DOB: _____ BOOT SIZE: _____ HEIGHT: _____ WEIGHT: _____

POSITIONS APPLIED FOR (please tick all applicable)

- | | | |
|--|--|--|
| Meat Processing (Packer) <input type="checkbox"/> | Meat Processing (offal) <input type="checkbox"/> | Warehouse <input type="checkbox"/> |
| Meat Processing (Boner) <input type="checkbox"/> | Load out <input type="checkbox"/> | Engineering/Maintenance <input type="checkbox"/> |
| Meat Processing (Slicer) <input type="checkbox"/> | Rendering Plant <input type="checkbox"/> | Administration <input type="checkbox"/> |
| Meat Processing (Slaughter floor) <input type="checkbox"/> | Stockman <input type="checkbox"/> | Other _____ <input type="checkbox"/> |

AVAILABILITY TO WORK

- Full Time Part Time Casual

Availability to Commence Employment: _____ Referred/Recommended By: _____

I understand that it would be a requirement of any role I undertake within Hilltop Meats to be available to work a reasonable amount of overtime when required to assist with the operational demands of the business.

Have you previously been employed by Hilltop Meats? YES NO

PROOF OF IDENTITY

Can you produce identification? (Driver's License, Passport or Birth Certificate)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Are you an Australian / NZ Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If NOT an Australian / NZ Citizen, do you have residency status?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Specify visa type (please circle) – Working Holiday / Student / Temporary Business / Permanent / 457 Primary – Secondary?

Visa Number: _____

PLEASE NOTE YOU ARE REQUIRED TO PROVIDE A COPY OF THE ABOVE DOCUMENTATION

Nationality on Passport: _____

Languages other than English Spoken: _____





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WORKPLACE HEALTH & SAFETY

Hilltop Meats are committed to providing a safe working environment for all Officers, Workers, Contractors (PCBU), Sub Contractors (PCBU), Labour Hire Workers, Visitors and other interested parties. Individual employees are required to comply with Hilltop Meats' Policy and Procedures, work in a safe manner, participate in safety programs set out by the company and to report all incidents/accidents to their Supervisor.

Are you aware of any disabilities and/or medical conditions caused by gradual process or pre-existing injuries which may affect your ability to do the job or work the required hours?

If yes, give details. Provide additional sheet if not enough space;

YES

NO

In the past have you been treated for or claimed compensation for any work related injury?

If yes, give details.

YES

NO

Have you been vaccinated against or have previously been diagnosed with Q Fever?

YES

NO

If yes are you able to provide your Q Fever register number or other supporting documents?

Provide number here:

YES

NO

If NO, do you consent to undertake the testing / vaccination process?

(Information is available as a separate hand-out from Reception. Should there be any concerns regarding Q Fever please consult your Doctor.)

YES

NO

EMERGENCY CONTACT

1

2

NAME		
ADDRESS		
CONTACT NUMBER		
RELATION		

SPORTS, INTERESTS, HOBBIES: _____

WORK EXPERIENCE

LIST YOUR LAST TWO POSITIONS, BEGINNING WITH YOUR MOST RECENT POSITION

1

2

POSITION:		
EMPLOYER:		
DATE EMPLOYED FROM / TO:		
PHONE:		
REASON FOR LEAVING:		

If there is not enough space, please provide a separate list.



PROFESSIONAL REFEREES

1

2

REFEREE'S NAME:		
JOB TITLE:		
COMPANY:		
ADDRESS:		
TELEPHONE:		

Do you consent to us contacting your current employer? YES NO

DO YOU HOLD ANY SPECIALISED LICENCES (EG. FORKLIFT / TRUCK)?

TYPE	LICENSE NUMBER	EXPIRY DATE

DO YOU HOLD ANY CERTIFICATES (EG. TAFE/COLLEGE/UNIVERSITY)?

EXAMINATIONS

To ensure Hilltops meets its workplace health and safety obligations we require all job applicants to undergo a medical examination as part of your application for employment. This examination may include testing for illegal drugs or other substances.

Please note that if you are employed by Hilltop Meats it will be a condition of your employment that you undergo further medical examinations and tests, including for illegal drugs or alcohol, at the direction and discretion of the company.

Do you agree to make any existing or future medical examination / physical assessment records or reports relevant to your employment available Hilltop Meats? YES NO

EMPLOYEE OBLIGATIONS

If your application for employment with Hilltop Meats is successful you will be required to comply as a minimum with:

- Hilltop Meats policies and procedures
- Hilltop Meats standard terms and conditions of employment
- Position descriptions; and
- Common law obligations.

DECLARATION

The Applicant / Employee authorises the Employer to disclose the Applicant's / Employee's personal information where it is deemed necessary by the Employer or if required by law.

I have read and understand, or have had read to me and understand, all the details on this application form. I declare that the information provided by me in this application form, and on my resume, is true and correct, and that I am responsible for the accuracy of the information given by me. If any of the information I have provided is found by Hilltop Meats to have





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been withheld, suppressed, or to be misleading or false, I understand that I am liable to be dismissed from employment if this application for employment is successful.

Applicant's signature: _____ Date: _____

Thank you for taking the time to complete this application. Your file will be kept current for 3 months and if a suitable vacancy becomes available we will contact you for an interview.

