

Job Application Form

Need help with this form?

You can ask a friend, family member, support person, or translator to help you. You can also ask Woodhaven Gardens for help. Please make sure the answers are true and are about you.

How we use your information

We use this form to help us decide if the job is a good fit. We will keep your information private.

If you get the job, this form will go on your employee file. If you do not get the job, and you wish to be considered for future roles we will retain this form for 6 months.

1. About you

First name	
Family name	
Name you like to be called	
Phone number	
Email	
Address	
Preferred language	Optional. This helps us communicate clearly with you.
Would you like help from an interpreter or support person if we interview you?	☐ Yes ☐ No

2. The job you are applying for

Job / role	Packhouse / Harvest / Planting / Other (specify)
Date	

Please tick what type of work you want.

☐ Full-time	☐ Part-time	☐ Casual
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Work hours

Woodhaven Gardens is a 7-day business. Some jobs may include Saturday, Sunday, early starts, or long days.

We will talk with you about the hours before you start.

Please tick the days you can usually work.

☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday
☐ Friday	☐ Saturday	☐ Sunday	

3. Your right to work in New Zealand

Please tick one box.

☐ I am a New Zealand citizen / resident	☐ I have a work visa (expiry date) _____
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If you are offered a job

We will ask to see proof that you can work in New Zealand. We will explain what we need and ask for your consent before checking your visa status.

4. Your skills and experience

You do not need experience for every job. Tick anything you have done before.

☐ Harvesting	☐ Packing	☐ Planting
☐ Weeding	☐ Irrigation	☐ Tractor work
☐ Forklift	☐ Machine operation	☐ Quality checking
☐ Cleaning / hygiene work	☐ Team leader / supervisor	☐ No experience yet

Tick any certificates or licences you have.

☐ Driver licence	☐ Forklift certificate	☐ First aid certificate
☐ Growsafe certificate	☐ Heavy vehicle licence	☐ Other certificate

Other skills or certificates	
School / training / study	

5. Your work history

Please tell us about your most recent work. This can include paid work, farm work, volunteer work, or work in another country.

Most recent work

Employer name	
Job title / work done	

Dates worked there	
Reason for leaving	

Previous work

Employer name	
Job title / work done	
Dates worked there	
Reason for leaving	
Have you worked for Woodhaven Gardens before?	<i>If yes, please tell us when.</i>

6. People we can contact

Do you agree that Woodhaven Gardens may contact your referees listed in this form?	☐ Yes ☐ No
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Referee 1

Name	
Relationship to you	
Phone or email	

Referee 2

Name	
Relationship to you	
Phone or email	

7. Health, safety, and support

About the work

Some jobs may include standing for a long time, bending, lifting, using tools or machinery, working outside, and working in noisy or busy areas. We ask these questions so we can keep you and others safe.

Can you do the main tasks of the job safely.	☐ Yes ☐ No ☐ Not sure
If unsure, what support would you need?	
Is there anything we should know so we can help you work safely?	☐ Yes ☐ No
Are you prepared to follow health, safety, and hygiene rules?	☐ Yes ☐ No

8. Medical

Have you claimed ACC from an injury in the last 12 months?	☐ Yes ☐ No ☐ Not sure
Have you got any ongoing or pending ACC claims?	☐ Yes ☐ No
Have you ever suffered from any gradual process or overuse injuries (which could include tendonitis, carpal tunnel syndrome etc.)?	☐ Yes ☐ No
Do you have any conditions which may affect your ability to effectively carry out the functions and responsibilities of the position applied for (noise, sensitive skin, etc.)?	☐ Yes ☐ No
Have you ever suffered injury or back strain?	☐ Yes ☐ No
If you have answered yes to any of the above, please give details.	

9. Checks before starting work

Important

Some checks may be needed before a person starts work. We will only ask for checks that are relevant to the job. We will explain the check first and ask for your consent where required.

For safety-sensitive roles, do you understand that a drug and alcohol test will be required?	☐ Yes ☐ No
Do you agree that Woodhaven Gardens may check information you have given in this form, where relevant to the job?	☐ Yes ☐ No
Have you ever been convicted of any criminal offence?	☐ Yes ☐ No
If required for this role, do you agree to complete a role-relevant criminal history check?	☐ Yes ☐ No
Anything we should be aware of that may impact your ability to do this role now or in the future e.g. holidays, sickness or other medical conditions.	☐ Yes ☐ No
If you have answer yes to any of the above, please give details.	

10. Final confirmation

Please read before you sign

- I have answered this form as honestly as I can.
- I understand that false or missing important information may affect my application or employment.
- I understand that Woodhaven Gardens will use my information for recruitment and employment purposes.

Full name	
Signature	
Date	

10. How did you hear about this job?

☐ Trade Me	☐ WINZ / MSD	☐ Seek	
☐ Woodhaven website	☐ Friend or family	☐ Social media	☐ Other

Office use only. Do not complete - Woodhaven Gardens only

☐ Application received	☐ Interview arranged	☐ Right to work evidence checked
☐ References checked	☐ Offer made	☐ Not successful
Notes		