

Part 1 – Application for Employment Form

Please take the time to complete all sections of this application form, including answering all questions and dating and signing where requested.

If you are completing this form electronically, please save prior to completing. Using the Tab key will allow you to move through each field.

1. Personal Details

Name:

Residential address:

..... Postcode:

Postal address:

..... Postcode:

Home telephone number: Mobile:

Email address:

Date of birth:/...../.....

2. Employment Application Details

Position(s) you are applying for:

Position 1:

Position 2:

Preferred status (full-time, part-time or casual):

How did you become aware of this position?

- Newspaper
- Kingston Estate Website
- Social Media (Facebook)
- Online Advertisement (Seek/Linkedin)
- Winery Signage
- Word of Mouth/Employee
- Return Employee / Other (please state)

3. Working Rights and Proof of Identity

Are you an Australian citizen, New Zealand Citizen or permanent resident?

Yes (if yes, tick the applicable):

- I was born in Australia and lived in Australia until at least 10 years old
- I worked in Australia for five or more years
- My primary and further education was in Australia
- I have lived in Australia for ten years or more

I can provide the following proof:

- Australian or New Zealand passport
- Australian birth certificate and a form of photo identification
- Evidence of Australian citizenship and form of photo identification
- Certificate of Status for New Zealand citizens in Australia and a form of photo identification
- Certificate of permanent resident status and a form of photo identification
- A passport issued by the government of another country that can be checked on VEVO and is a form of photo identification

No, I am a non-citizen and attach my passport issued by the government of another country that can be checked on VEVO and is a form of photo identification.

4. Employment History

Have you previously worked for Kingston Estate Wines or Kingston Vineyards? Yes No

If yes, please specify position and year:

In the last month, have you worked in any agricultural roles (farms, fruit picking, harvesting etc.) Yes No

If yes, please specify location:

If yes, please specify location:

Please list your last 3 Employers (most recent employer first)

Employer 1: Business name:

Address:

Job title:

Duties/responsibilities:

Period of employment: From To

Reason for leaving:

Employer 2: Business name:

Address:

Job Title:

Duties/responsibilities:

Period of employment: From To

Reason for leaving:

Employer 3: Business name:

Address:

Job title:

Duties/responsibilities:

Period of employment: From To

Reason for leaving:

5. Referees

Please list 3 past and present employers. Referees should include a recent direct Supervisor/Manager.

Referee 1: Name: Position

Company/business name:

Current contact phone number:

Referee 2: Name: Position

Company/business name:

Current contact phone number:

Referee 3: Name: Position

Company/business name:

Current contact phone number:

6. Education and Training

Please provide details of the following.

- High school, university or any higher education qualifications (completed or being undertaken)
- Other courses undertaken in the past four years (e.g. leadership training, computer applications)

Name of school, university, institution etc:

Education level or qualification:

Date completed:

Name of school, university, institution etc:

Education level or qualification:

Date completed:

Name of school, university, institution etc:

Education level or qualification:

Date completed:

7. Licences and Certificates

Please tick the applicable answer. Do you possess a current:

- | | | | | | | | | | |
|---------------------------------|--------------------------|-----|--------------------------|----|------------|----|----|----|----|
| Driver's licence? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |
| Truck driver's licence? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | If yes, LR | MR | HR | HC | MC |
| Forklift operator licence? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |
| Front end loader licence? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |
| Elevated platform work licence? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |
| Safe working at heights? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |
| Confined space entry training? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |
| First Aid certificate? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |
| Chemical handling certificate? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | | | | |

Please list any other licences and certificates you possess.

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*** If available, please attach photocopies of any licences and training certificates.**

8. General Information

Have you had any previous injuries or serious illnesses that may prevent you from performing the requirements of the position applied for (including workplace injuries)?

Yes No

If yes, please specify

Do you have any disability or condition (medical or otherwise) which may affect your capacity to perform the requirements of the position applied for?

Yes No

If yes, please specify

Are you taking any prescribed or over the counter medication that may affect your capacity to safely perform the requirements of the position you have applied for?

Yes No

If yes, please specify

Are there any other reasons that may affect your capacity to perform requirements of the position applied for that you have not previously disclosed?

Yes No

If yes, please specify

Do you consent to undertaking a medical assessment including drug and alcohol testing?

Yes No

9. Additional Information

Please add or attach any additional relevant employment information you wish to be considered in support of your application.

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10. Declaration by Applicant

I declare the following:

The answers to the foregoing are to the best of my knowledge and are true and correct in every way.

I understand that any erroneous or false declaration made by me in this application may result in disciplinary action, up to and including possible dismissal.

Signed: **Date:**

Part 2 – Fitness for Work Declaration

CONFIDENTIAL

Applicant's Name:..... **Date:**

Instruction to Applicants:

Questions to be completed by the applicant/employee and may be reviewed by approved hiring personnel and a Medical Practitioner.

The information sought in this health assessment remains strictly confidential.

Your employment may be subject to a medical assessment by a medical practitioner.

Do you consent? Yes No

Signature:

NOTICE REGARDING MEDICAL INFORMATION

Employers have a duty of care to ensure prospective employees are fit to safely perform the duties of the position. It is also to the advantage of potential employees that they can be placed in an appropriate position related to their individual circumstance. The aim of this pre-placement assessment is to ensure the applicant is fit to undertake the intended role and the alterations to the role, if any, which may be necessary to minimise risk of injury or illness in the workplace. Pre-employment medical assessments are necessary to determine that:

- The applicant is able to carry out the duties of the position safely.
- The applicant does not, because of a medical condition, increase risk to other workers, equipment, products or the general public.
- The worker is not going to be placed at significant risk of exacerbating existing medical conditions.

To assist in assessing your fitness for the position, you must answer the questions contained in this questionnaire truthfully and to the best of your knowledge. The information you provide will be treated as confidential.

Please note: Failure to disclose any relevant matter relating to your health or false declarations may result in your employment being terminated.

Please continue to complete all questions following.

Present and Past Medical History:

Please select answer and provide details where necessary)

Are you allergic to:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sulphur dioxide (SO ₂)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Milk powder	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Enzyme powders and preparations	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Egg whites	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other, if yes please state:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you currently being treated by any doctor for any illness or disease that may impact your capacity to perform the position applied for? Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you currently taking any medication including using an inhaler(s) that would restrict ad/or limit your capacity to perform the requirements of the position applied for? Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you ever suffered any major illness or injury requiring medical attention or hospitalisation that would prevent you from performing the requirements of the position applied for? Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you ever had a disease or injury that may prevent you from performing the requirements of the position applied for? Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have a fear of heights?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you able to walk upstairs without difficulty?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have difficulties lifting heavy weights?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have trouble wearing protective equipment? (ear plugs/ footwear etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you able to crouch without difficulty?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Can you bend repeatedly?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Can you kneel, squat, crouch and stand up easily?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have difficulty sitting for extended periods of time?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Can you perform repetitive movements of your arms?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you able to work comfortably in confined spaces?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have any problems working above shoulder height?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Additional Information:

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Do you have or had any of the following?

Epilepsy/ fits If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Passing or vomiting blood If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Diabetes If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dermatitis/ eczema/ psoriasis If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Any congenital condition If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Arthritis If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Back pain, back injury, sciatica If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Hernia If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Head injury, concussion If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Foot injury or disease? If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other joint injuries or conditions If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Heart disease or disorder, angina, chest pain, heart palpitations, irregular heartbeat If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Shortness of breath If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Eye Disorders and Diseases If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Hearing loss/defect If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Respiratory conditions/diseases If yes, Provide details:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**Are there any reasons you may have difficulty in carrying out the physical requirements of this position?
If so, please provide details**

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Declaration by Applicant

I hereby declare that:

- I have read and understood the conditions on this form.
- My answers are true and complete to the best of my knowledge.
- I understand that, if employed, the information I provide will be retained by my employer for its purposes.

I understand that if I fail to disclose any relevant matter relating to my health, which renders me incapable of properly and safely fulfilling the duties of the position, it may affect my conditions of employment including disciplinary action or dismissal.

I consent to my medical information being provided to a medical representative if required, and to obtain or exchange further medical information from my treating doctor(s) or health practitioner(s), if required for the purposes of assessing my fitness for work.

Signed: **Date:**