



CASUAL APPLICATION FORM

This form is to be used to advise Human Resources of personal details when commencing casual employment with Namoi Cotton or any of the current joint ventures, namely Wathagar Ginning Company, and Australian Cotton Ginning Co. Any changes to these details are to be provided to Human Resources at the time they occur.

EMPLOYEE TO COMPLETE:

SURNAME: _____ GIVEN NAMES: _____

PREFERRED NAME: _____ GENDER: M F DOB: _____

PRESENT ADDRESS: _____ P/CODE: _____
 (The address provided here should be the residing address during season)

HOME ADDRESS: _____ P/CODE: _____
 (The address provided here should be a permanent address for payment summaries)

HOME PHONE NO: _____ MOBILE NO: _____

E-MAIL ADDRESS (PERSONAL): _____

CONTACT IN CASE OF EMERGENCY:

NAME: _____
 ADDRESS: _____
 PHONE NUMBER: _____
 RELATIONSHIP: _____

EMPLOYMENT HISTORY: (Please attach resume and/or references)

HAVE YOU PREVIOUSLY WORKED FOR NAMOI COTTON? Yes No

IF "YES" – SPECIFY WHICH SITE _____

IF YOU HAVE CHANGED YOUR NAME SINCE YOU LAST WORKED FOR NAMOI COTTON, PLEASE SHOW YOUR PREVIOUS FAMILY NAME:

PREVIOUS EMPLOYERS (NAME AND PHONE NUMBER)	DETAILS OF DUTIES PERFORMED	EMPLOYMENT PERIOD	REASON FOR LEAVING

EDUCATION/TRAINING HISTORY:

EDUCATION: HIGH SCHOOL – 7 8 9 10 11 12 TERTIARY: _____
 (Circle Year Completed)

QUALIFICATIONS	DETAILS AND NUMBER (PLEASE ATTACH PHOTOCOPIES)	IF YOU DON'T HAVE A TICKET – DO YOU HAVE EXPERIENCE IN THIS AREA?
ANY TRADE	YES / NO	YES / NO
F/END LOADER	YES / NO	YES / NO
DRIVERS LICENCE	YES / NO	YES / NO
FORKLIFT	YES / NO	YES / NO
CRANE	YES / NO	YES / NO

DECLARATION: (please read carefully before signing)

- ✓ I agree to work at any location & on any shift as required.
- ✓ I agree to observe & adhere to all safety regulations, including the wearing of necessary protective equipment as instructed by authorised Namoi Cotton representatives.
- ✓ I understand that a pre-condition to the commencement of employment and/or a pre-condition to continued employment with Namoi Cotton is that as an employee, I satisfactorily pass any drug and alcohol policy requirements established from time to time by Namoi Cotton. Namoi Cotton and the Employee acknowledge Namoi Cotton has a zero tolerance for drugs and alcohol for Namoi Cotton sites. In the event the Employee fails to meet the requirements of Namoi Cotton's drug and alcohol policy, then Namoi Cotton may not offer employment or terminate the Employee. The failure by the Employee to take a drug or alcohol test when requested to do so by the Employee is a breach of Namoi Cotton's condition of employment.
- ✓ I may be subject to a drug test prior to commencement of employment, & both random drug & alcohol testing throughout the season, where any non-negative results may lead to my suspension &/or termination.
- ✓ I understand that I will be subject to a range of health tests, which may include hearing, lung function & physical capabilities. I also understand that should any of these tests show that I am unable to perform all aspects of the job satisfactorily as per Namoi Cotton's requirements, ongoing employment may not be offered.
- ✓ I acknowledge that subject to satisfactory work performance, my employment will terminate upon being given notice by the site/department manager.
- ✓ I acknowledge a requirement to provide my own steel-capped safety boots, for which (on presentation of a receipt) I will be reimbursed up to \$80 after three weeks of employment.
- ✓ I understand the requirement to provide safety boots & my asthma management plan (if required) at induction.
- ✓ I certify that the above information is true & correct & that my employment may be terminated should any particulars be found to be false.

SIGNATURE:

DATE:

COLLECTION STATEMENT:

1. The collection of information provided on this application form and in the resume/curriculum vitae (provided directly by you), will be utilised throughout Namoi Cotton Co-Operative Ltd's recruitment process to ascertain your suitability for employment with the company.
2. Only information deemed necessary has been collected on this form.
3. Should your application be unsuccessful, at your request you are able to view all documentation (excluding any collected as in Point 2 of the Agreement Section below) associated with the recruitment process ie interview records, testing data etc.
4. Namoi Cotton Co-Operative Ltd will endeavour to ensure that all personal information collected will be maintained as accurately as possible and stored in a secure environment.
5. Information may only be disclosed for the primary purpose of collection. Exceptions include: any related secondary purpose; with your personal consent; health & emergency situations; suspected fraud or unlawful activity; required as authorised by law or as part of law enforcement.

AGREEMENT:

1. I understand the content of the statement above.
2. I provide permission for your company to contact my nominated referees and in providing such permission agree that any opinion or information provided to your company is confidential between your company and the referee.
3. I understand that failure to provide information as required as part of the recruitment process will mean my application will not proceed.
4. I understand that failure to sign this consent documentation will mean my application will not proceed.

SIGNATURE:

DATE:

OPTIONAL:

If unsuccessful in my application, I agree to allow my records to be maintained by Namoi Cotton Co-Operative Ltd for a period of up to twelve (12) months from the date of this form, for possible selection in future vacancies with the company. After this time all records will be appropriately destroyed.

YES No

SIGNATURE:

DATE: