

## legal application form

Please complete all sections of this form, then sign and date it. Attach your CV and letter of application. Your CV should be in A4 format and stapled. It should include details of your current employer, position and responsibilities and list previous employers, dates of employment, positions held and reasons for leaving. Your CV and attachments will not be returned.

### APPLICATION DETAILS

Position applied for	<input type="text"/>			
Office applied to	Auckland <input type="checkbox"/>	Wellington <input type="checkbox"/>	Christchurch <input type="checkbox"/>	Any <input type="checkbox"/>
Date available to start employment	<input type="text"/>			
Have you previously held a position at Buddle Findlay?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

### PERSONAL DETAILS

Full name (please circle your preferred name)	<input type="text"/>		
Telephone	Day <input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		
Postal address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

### ENTITLEMENT TO WORK IN NEW ZEALAND

Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If no, what is your residency status	<input type="text"/>			
If no, are you legally entitled to work in NZ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If you require a work visa please state	Work Visa No <input type="text"/>	Expiry Date	<input type="text"/>	

### EDUCATION

Highest qualification	<input type="text"/>
Name of institute	<input type="text"/>

If not already supplied, please attach an official transcript (or certified photocopy) of your academic qualifications, including grades awarded

Other training / certificates / qualifications


### ADVERTISING

How did you learn of this vacancy (e.g. recruitment agency, media)?

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If applicable please name the recruitment agency

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If applicable please state the type of media

Publication Please specify	Journal Please specify	Internet Please specify (eg BF Web)	Other Please specify

### CRIMINAL

Have you ever been convicted of any criminal offence, or do you have any criminal charges pending? (Minor traffic offences such as parking or speeding can be excluded)

Yes  No

If so, please list each conviction (and the sentence imposed) or pending charge


*Continue separately if necessary*

### MEDICAL

Do you have, or have you ever had, any known injury or medical condition which may affect your ability to effectively carry out the full range of the functions and responsibilities of the position applied for, or may be contributed to or aggravated by this position?

Yes  No

If so, please provide details


*Continue separately if necessary*

### REFEREES

Please provide contact details of two work related referees we may contact


### DIRECTORSHIPS

For professional conflict reasons, please list any directorships or trusteeships you currently hold


*Continue separately if necessary*

## BUDDLE FINDLAY CONNECTIONS

Do you have, or have you had, any significant connections through work or personal relationships with anyone at Buddle Findlay? If yes, please provide details

<i>Continue separately if necessary</i>

## PROFESSIONAL RECORD AS A LAWYER

Do you hold a current NZ practising certificate?

Yes  No

If no, what date did your last practising certificate expire?

Expiry Date

What is your admission date?

As a lawyer have you been the subject of any NZ or overseas Law Society complaints or do you have any complaints pending?

Yes  No

As a lawyer have you been the subject of any NZ or overseas litigation or do you have litigation pending?

Yes  No

If so, please provide full details of all such complaints / litigation, or any pending complaints / litigation, the date(s) of the complaint and the outcome(s)

<i>Continue separately if necessary</i>

## DECLARATION & SIGNATURE

- I agree to Buddle Findlay retaining this application for future reference.*
- I consent to Buddle Findlay contacting any referees named in this form to obtain from them information about me in connection with this appointment.*
- I consent to Buddle Findlay communicating and obtaining information about me from the academic institutions included in this form or in my curriculum vitae in order to confirm my qualifications.*
- I consent to Buddle Findlay communicating and obtaining information about me from the New Zealand Law Society or the relevant overseas law society to confirm my professional record as detailed in this form.*
- I acknowledge that the written comments and assessments on my suitability, interview notes, referee comments and psychological assessment comments will be deemed evaluative and therefore confidential to Buddle Findlay.*
- I declare that the statements made in this form and the attached curriculum vitae are true and complete, and that I am not aware of any conditions or situations not stated in this form which affect my ability to carry out the functions and responsibilities of this appointment. I also understand that if any false information or deliberately misleading information has been given, or I have omitted any important information, I may be disqualified for appointment, or if appointed, this may lead to the termination of my appointment. I also understand that information about this appointment will be treated confidentially.*

Signature

Date

## PRIVACY ACT STATEMENT

*The information which you supply on this application form, along with your curriculum vitae and supporting documents, is solely used to assess your suitability for employment with Buddle Findlay. If successful, the information you provide will be held in Buddle Findlay personnel files. Information on unsuccessful candidates will be confidentially destroyed either when 12 months has lapsed from the date of your application, or as soon as the information is no longer required.*

*You have the right to view your personal information held by Buddle Findlay, and may request correction if necessary.*