

non-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

Office applied to

Auckland

Wellington

Christchurch

Any

Date available to start employment

Have you previously held a position at Buddle Findlay?

Yes

No

PERSONAL DETAILS

Full name
(please circle your preferred name)

Telephone

Day

Mobile

Email address

Postal address

ENTITLEMENT TO WORK IN NEW ZEALAND

Are you a New Zealand citizen?

Yes

No

If no, what is your residency status?

If no, are you legally entitled to work in NZ?

Yes

No

If you require a work visa please state

Work Visa No

Expiry Date

EDUCATION

Highest qualification

Name of institute

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

Continue separately if necessary

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.