

CONFIDENTIAL - To be completed personally by applicant.

Application for Employment

Note: The completion of this form does not indicate that there is any obligation on the Company to engage the applicant.

Purpose: This information is collected for the purpose of assessing your suitability for employment at UHY Haines Norton Limited which may include subsequent changes in employment with the Company.

Position

Position applied for?

Date: / /

Personal Details

How do you like to be addressed?

Date of birth: / /

Family name:

Given name:

Are you known by any other name(s)? Yes No

If Yes, please give details:

Contact Details

Address:

City:

Home phone:

Work phone:

Mobile:

Email:

Education & Qualifications

Name of secondary school(s) attended:

Level attained: *(NCEA, School Certificate, University Entrance, etc.)*

Subjects:

Skills and Qualifications: *(Licenses, Skills, Training, Courses, etc.)*

Skills relevant to the position applied for: *(Typist, Shorthand, etc.)*

Software applications you can use proficiently:

Application for Employment CONTINUED

Professional Qualifications

Are you currently a member of ICANZ? Yes No

Are you studying towards becoming a member of ICANZ? Yes No

Employment History

Present or most recent employers name:

Address:

City:

Phone:

Position held:

Can we contact you here? Yes No

Main Duties:

Number of hours worked per week:

Length of service:

Reason for leaving:

Previous employers name:

Address:

City:

Position held:

Main Duties:

Number of hours worked per week:

Length of service:

Reason for leaving:

Details of any other employment that may be relevant:

Application for Employment CONTINUED

General

Are you prepared to work overtime if required? Yes No

Do you have any criminal convictions of any nature that may affect the relationship of trust and good faith between an employer and an employee? Yes No

Are you awaiting a hearing of charges in a civil or criminal court of law? Yes No

Are you prepared to handle all products, materials and equipment used in the industry? Yes No

Do you have a current drivers licence? Yes No

Licence class:

Licence No:

Are you legally entitled to work in New Zealand? Yes No

Do you have a spouse, partner, relative or household member working elsewhere in the industry? Yes No

If yes, who and where?

Is there anything that may affect your attendance at work or is there any reason why you couldn't work continuously in this role for the next 12 months, other than company entitled holiday pay? Yes No

If your application is successful when could you commence employment?

Have you reached the current school leaving age? Yes No

Declaration

I, *(Enter full name.)*

declare that to the best of my knowledge the information contained in this application form and attached curriculum vitae is correct.

I consent to the Company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorize the information sought to be released by them to the Company for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the Company is supplied in confidence as evaluative material and will not be disclosed to me.

I also understand that UHY Haines Norton Ltd may monitor my health as required in accordance with the Health and Safety employment Act 1992. I understand that if any offer of employment is made to me, it may be conditional on me obtaining a full medical clearance through UHY Haines Norton Ltd pre-employment medical.

I also understand that Butts Bainbridge & Weir Ltd will retain my application form for a period of 6 months although my curriculum vitae will be returned to me if I request it to be and if my application is unsuccessful.

Signature:

Date: / /