

Recruitment form

Form guidelines

Please ensure you attach a copy of your **CV and cover letter** with this form and email signed form to recruitment@lawsociety.org.nz

1 Personal details

Title (optional)

Miss Ms Mrs Mr Other, please specify further if you wish

First name

Last name

Other name(s) (any other name under which you have been employed or educated)

2 Contact information

Address

Postcode

Country

Phone

Please confirm email address

3 Immigration details

Are you legally entitled to work in New Zealand?

Yes, I am a New Zealand citizen

Yes, I have a valid work visa

Yes, I am a New Zealand permanent resident

No, however I have applied for a work visa

Are you currently living in New Zealand?

Yes

No

4 Company employment

Have you previously worked for the New Zealand Law Society?

Yes No

Do you have a spouse, partner, relative or member of your household working at the New Zealand Law Society?

Yes No

Do you have any secondary or voluntary employment which may have an impact on your ability to perform the duties of the role you are applying for?

Yes No

If yes, please provide detail

Have you ever been subject to any disciplinary action in your previous employment, including dishonesty?

Yes No

5 Academic qualifications

Please supply any relevant details of academic qualifications attained.

Qualification received

Institution/establishment

Location

Year completed

Additional qualification 1

Additional qualification 2

6 Health and safety

Please note that any offer of employment that may be made is subject to you properly completing the company's pre-employment medical and obtaining a full medical clearance, if requested.

If your application is successful, do you agree to undergo a medical examination, including an alcohol and drug test, if requested? The test and/or examination would be conducted by a medical practitioner nominated by the company.

Yes No

6 Health and safety continued

Do you consent to the results of the medical examination and/or drug and alcohol testing being disclosed to the company?

Yes No

Do you have any existing or previous injury or medical condition caused by gradual process, disease or infection that may be aggravated or further contributed to by the tasks of this job? (e.g. hearing loss, allergies, sensitivity to chemicals, repetitive strain or back injuries)

Yes No

If yes, please provide detail

Do you have any personal circumstances, or have you suffered from any illness (physical or mental), that may affect your performance on the job, either now or in the future?

Yes No

If yes, please provide detail

Do you have any medical condition that might affect your own safety or the safety of others when carrying out your employment?

Yes No

If yes, please provide detail

7 Criminal history

If your application for employment is successful, do you agree to undergoing a full criminal conviction check?

Yes No

Do you have any criminal convictions including any charges pending, but not including any concealed under the Criminal Records (Clean Slate) Act 2004? e.g. no criminal convictions in the last 7 years, never had custodial sentence or convicted of a sexual offence and all fines and reparation have been paid etc. For specific details, please refer to www.justice.govt.nz/criminal-records/clean-slate

Yes No

7 Criminal history continued

Are there any charges against you yet to be heard?

Yes No

If yes, please provide detail

8 Marketing

How did you first hear about this vacancy?

Seek Trademe Twitter LinkedIn Other

If other, please provide further details

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9 Salary Expectations

Please outline your salary expectations for the role you have applied for?

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Declaration

The application form is a source of information which will be used by the New Zealand Law Society (Law Society) to assist in considering your suitability for the position for which you are applying. If successful, such information shall form part of the Law Society employee records. Failure to supply information requested may impact the Law Society's ability to assess your suitability for the position. The information is provided in accordance with the Privacy Act 1993. You are entitled to access the information in this form upon request to Human Resources. The information received by the Law Society in assessing your suitability is supplied in confidence and considered to be evaluative material. Such material will not be disclosed to you.

I declare that to the best of my knowledge the answers to the questions in this application are correct and I understand that if any false, inaccurate or misleading information is given, or any material fact suppressed, if I have been offered employment my offer of employment may be withdrawn, or if I am employed, such action may be considered serious misconduct for which I may be subject to summary dismissal. I acknowledge that the information contained in this application is material to the Law Society's decision to employ me.

I consent to the Law Society seeking verbal or written information on a confidential basis about me. I authorise the information sought to be released to the Law Society for the purposes of ascertaining my suitability to the position for which I am applying. I acknowledge that the information given by me in relation to my previous employment is likely to be discussed with the relevant referees and employers and I agree to them being contacted for these purposes. I understand the information gained from this will be held in confidence as evaluative material and will not be available to me.

I agree that any offer of employment is made conditional on me undergoing a full criminal conviction check, the results of which must be to the Law Society's sole satisfaction. Due to this rigorous checking process, I acknowledge that I may have already commenced employment with the Law Society prior to receiving clearance. However, if this check reveals information regarding criminal convictions/diversions which I have not declared or provided sufficient information about in this application, I may face disciplinary action including dismissal. If I have been made an offer of employment, but have not yet started work, the offer may be withdrawn.

Do you agree to the above? Yes No

Signature

Date