

HESKETH HENRY - EMPLOYMENT APPLICATION FORM

To be completed personally by the Applicant.

This Employment Application Form is a source of information which will be used by Hesketh Henry to assist it in considering your suitability for the position for which you are applying. This form and the information contained in it will form part of our records. Failure to supply the information would prejudice our ability to assess your suitability for the position and your application may be discontinued. If requested, we will destroy this information if you are an unsuccessful candidate. Please note that this is not an offer of employment and your completion of this form does not indicate that employment will be offered to you.

Position

Position applied for _____

Personal Details

Full Legal Name _____

Preferred Name _____

Address _____

Telephone Numbers Home: _____ Work: _____ Mobile: _____

Email _____

Can you be contacted at work? **Yes / No**

Entitlement to work in New Zealand

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

If this is by way of a work visa, please provide the following information:

Full name on passport _____

Country of passport _____

Passport No. _____

Visa type _____

Expiry _____

Please also provide us with a copy of the visa and ensure we can view the original visa/passport it was copied from if required.

Qualifications

Please detail your current qualifications _____

If you are admitted as a lawyer, please detail your date(s) of admission and the jurisdiction(s) in which you are admitted in

Are you studying towards any additional qualifications?

Yes / No

If yes, please give details: _____

Employment History

Are you currently employed?

Yes / No

If yes: Where are you employed? _____

How long for? _____

What is your current job title? _____

How much notice must you give? _____

Do you have a restraint of trade provision? _____

Do you have a non-solicitation provision? _____

What is your present base salary? _____

What additional benefits are you entitled to? _____

If no: Where were you last employed? _____

How long for? _____

What was your job title? _____

What was your base salary? _____

What additional benefits were you entitled to? _____

Reason for leaving? _____

Please give details of any other work/employment which may be relevant

Have you ever worked for Hesketh Henry before?

Yes / No

If yes, please give details: _____

If you are offered employment by Hesketh Henry when could you commence? _____

General

Do you have any physical or psychological condition or impairment that could impact on your ability to safely or efficiently perform the duties of the role you are applying for, or may be aggravated by the duties of the role?

Yes / No

If yes, please give details: _____

Have you ever been convicted of any criminal offence (except those convictions where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004)?

Yes / No

If yes, please give details: _____

Are you being investigated by the Police or any other Government agency, or awaiting the hearing of charges in a court of law?

Yes / No

If yes, please give details: _____

Referee Two: Name _____
Position _____
Organisation _____
Contact Details _____

Referee Three: Name _____
Position _____
Organisation _____
Contact Details _____

DECLARATION

I _____ (full name) agree, confirm and declare the following:

1. I completed this Employment Application Form personally.
2. My CV, answers in this Employment Application Form, any other information I have provided (or that has been provided on my behalf) in the course of the application and/or interview process are true, complete and accurate.
3. I understand that if I have given any false or misleading information, or have omitted any material fact, I will not be offered employment, or if I am employed, my employment could be cancelled or terminated.
4. I agree that this Employment Application Form, and the information contained in it, will form part of Hesketh Henry's records.
5. Hesketh Henry can use this Employment Application Form for considering my suitability for the position I am applying for or for any other positions for which I may be suitable.
6. If I am employed by Hesketh Henry, this Employment Application Form, and the information contained in it, may also be used by Hesketh Henry during my employment.
7. I authorise Hesketh Henry to collect information from any third party about me including, but not limited to, credit reference agencies, the referees named on this form, the ADLS and/or the New Zealand Law Society.
8. I understand that my nominated referees will receive assurances that no information they provide to Hesketh Henry will be disclosed to me.
9. In the course of processing my application I agree that information may be created by Hesketh Henry or its Partners or employees and may include interview notes, evaluation reports, memoranda of telephone conversations etc. Records of this type will at all times be the property of Hesketh Henry and will not be disclosed to me except at the absolute discretion of Hesketh Henry.
10. I understand that this form is not an offer of employment and my completion of this form does not indicate that employment will be offered to me.
11. I understand that I am entitled to have access to the information contained on this form, except insofar as it relates to any exemption provided by the Privacy Act 1993.

Signed _____ Date _____