



## Application for Employment

Position applied for: \_\_\_\_\_

Where did you first hear about Legal Personnel/Position? Law News

NZ Lawyer  AK District Law Society  Law Talk  LP Website

NZ Herald  Previous Candidate  Referral  S4J  Seek  Yellow Pages

First name \_\_\_\_\_

Preferred name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Business telephone number: \_\_\_\_\_

Alternative contact number: (i.e. mobile): \_\_\_\_\_

Email address (personal): \_\_\_\_\_

Email address (work): \_\_\_\_\_

### Office Use Only

Data base to be done:

Legal Personnel:

CV to be done:

NZLS Check:

JE  EB  AF

Data base Completed:

Candidate code \_\_\_\_\_

CV Name: \_\_\_\_\_

Checklist completed

## Personal Details

Drivers Licence: yes  / no  / learners

Own Transport: yes  / no

Are you a smoker? yes  / no  / social

Indicate the number of days off in the last 12 months **other than annual leave**

Days off:                      Reasons for leave:

Do you have or have you had any medical conditions, injuries (eg: hearing, sight, back, OOS), take medication, unprescribed medication or know of any other factor that could affect your ability to undertake or be aggravated by, the type of roles that you will be applying for? ***If yes, please specify details:*** yes  no

Are you legally entitled to work in NZ? yes  no

If you have a work permit - for what period is it valid:

Have you had any past personal grievances against your employer? yes  no

Have you any personal grievances pending? yes  no

Have you ever been convicted of a criminal offence (excluding minor traffic convictions)? yes  no

[or released from prison in the last 5 years? (In NZ, under the Criminal Records (Clean Slate) Act 2003, you are not required to disclose certain offences.) yes  no  If yes, please specify details:]

**Solicitors** only: Have you ever been subject to a professional indemnity insurance claim from a client in your capacity as a lawyer? yes  no

Original/certified copies of Academic Qualifications yes  no

Practicing Certificate yes  no

Indicate your interests and memberships:

## **Employment**

Please use this space to update any positions since your resume was last prepared:

Company: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Job functions: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you registered or do you intend to register with other recruitment companies?

If so please specify: \_\_\_\_\_

What firms/positions have you been referred to? \_\_\_\_\_

What notice period is required in your present position? \_\_\_\_\_

Do you have any commitments such as a planned holiday or study commitments that a prospective employer needs to be made aware of? \_\_\_\_\_

Current salary: \_\_\_\_\_ Benefits: \_\_\_\_\_ Current Leave: \_\_\_\_\_ weeks

Solicitor Budget Fee Income Monthly: \_\_\_\_\_ Charge out rate: \_\_\_\_\_

Salary expectation: \_\_\_\_\_ Temporary/contract hourly rate/s: \_\_\_\_\_

Time available for interviews: \_\_\_\_\_

Do we have your consent to send our 3-monthly informative newsletter? yes  / no

## **Verbal References**

*Please provide two verbal referees from previous employment. Contacts must have a landline number. If you have not previously worked please provide a school and personal referee:*

Can your present employer be contacted? yes  / no  If yes who should we contact? \_\_\_\_\_

Provide details below.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

This agreement may be executed by facsimile and/or scanned copies transmitted via email. Provided both parties have executed one of such counterparts, each counterpart shall be deemed to have been executed by both parties.

# Declaration and Authorisation

**TO:** Legal Personnel Limited

- 1) **I CERTIFY** that all information that I have provided to you is true, accurate and complete.
- 2) **I UNDERSTAND** that all information provided about me to you will be held by you and used for the purpose of evaluating my qualifications, experience and suitability for permanent, contract and/or temporary employment with you or with any other employer.
- 3) **I AUTHORISE** you to contact any person nominated by me and seek further information/ verbal reference from them which may be relevant to my application for employment. Without limiting the generality of this authorisation, I authorise you to obtain any information about me held by credit reference agencies.
- 4) **I AUTHORISE** you to disclose information, which you hold, about me, and with prior consent and approval, to any potential employer and also to other recruitment consultancies which are members of the Recruitment and Consulting Services Association ("RCSA"). Information will only be provided to other members of the RCSA if I have made an application for employment with or through them, or in the event that you discover that I have provided you with information that is false or misleading.
- 5) **I UNDERSTAND** that if I, or if any other person, withholds relevant information about me, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, an employer discovers that any information which I have provided, or which has been provided about me, is false or misleading.
- 6) **I UNDERSTAND** that Legal Personnel has a duty of honesty and transparency with its clients and with me. I undertake to disclose to Legal Personnel any matter that will or may affect, adversely or otherwise, my employment with any client of Legal Personnel. I understand that this duty is ongoing and I will update Legal Personnel with any information relating to such a matter as soon as practicable.    yes     no
- 7) **I AUTHORISE** you to retain information about me until I advise you that I no longer wish to seek employment opportunities through you and that I wish you to delete or destroy that information. I understand that you might retain non-active information about me on your computer system, unless I request you to destroy that information. I understand that all payroll information will be retained for the statutory period of 7 years.

**8) FREE WILL DECLARATION**

I, \_\_\_\_\_ approached Legal Personnel independently and of my own free will to actively search for employment and receive advice.

**SIGNED BY** (Name of Candidate)

**SIGNED BY** for and on behalf of Legal Personnel Limited

\_\_\_\_\_

\_\_\_\_\_

.....  
[Candidate's signature]

.....  
[Consultant's signature]

**DATED:** \_\_\_\_\_

Legal Personnel Limited will take reasonable precautions in accordance with the Privacy Act 1993 to safeguard your personal information against loss, misuse or unauthorised use or disclosure. Personal information held by Legal Personnel Limited about you can be accessed by you, and you have the right to request correction of that information, in accordance with the Privacy Act 1993.

This does not negate the responsibility of Legal Personnel Limited to the RCSA and its Code of Professional Practice, which they have signed.