

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT IN THE POSITION OF GRADUATE ACCOUNTANT FOR  
CURTIS McLEAN LIMITED (Company)**

Must be completed by the applicant in own writing.

You should provide complete information for each question unless otherwise advised, regardless of whether you consider it relevant to the position for which you have applied. Failure to complete this form in manner required may result in your application being declined.

**Collecting and holding personal information**

The information you provide on this application for employment form will be collected and held by Curtis McLean Limited

**Purpose**

This information is collected for the purpose of assessing your suitability for employment with Curtis McLean Limited (which may include subsequent changes in employment within the organisation).

If your application is successful this form will be retained on your personal file. If unsuccessful it, along with your other application papers, will be destroyed after one month

**Your access to this information**

You have a right of access to personal information and to seek any correction you think necessary to ensure accuracy. You are however advised that any request for evaluative/opinion based material held on you will be declined.

**Position**

Initially in the position of Graduate Accountant

**SECTION 1 - PERSONAL INFORMATION**

**(Please print)**

First name(s): .....

Family name: .....

If you are known by any other names please record here:

.....

Residential Address: .....

.....

Contact telephone No(s): .....

Age.....

**SECTION 2 - EDUCATION**

**(Including University, Further Education etc.)**

Name of Education organisation (eg School/College/ Training Establishment) of highest qualification achieved:

Number of years attended:

**SECTION 3 - EMPLOYMENT HISTORY**

Please provide details of all previous employment or

Have you previously been employed by this company or in this industry? Yes:  No:

If yes, ensure details are recorded below. (Start with the most recent position)

Name of Employer: .....

Address: .....

Length of Service:

From: ..... To: .....

Position Held: .....

Nature of Work: .....

Reason for Leaving: .....

**REFEREES**

(Please give details of referees that you authorise us to contact, preferably two work related referees and one personal referee)

Name: .....

Address: .....

Phone No: .....

Occupation/Position held: .....

Do you agree to inquiries being made of the following persons as to the accuracy of information contained in this application form or associated application documents, or any other matter relating to your suitability for employment?:

Present Employer: Yes:  No:

Past Employer(s): Yes:  No:

Other person you reported Yes:  No:

to/worked with:

**SECTION 4- GENERAL**

Do you intend to engage in other paid or voluntary work whilst employed in this position? Yes:  No:

Do you have current drivers license? Yes:  No:

Are you awaiting hearing of any charges for driving offences? Yes:  No:

Have you ever been charged with or convicted of a criminal offence? Yes:  No:

Note: you are not required to disclose any charges or convictions that are eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004.

If yes, please detail the nature of the offence and further information relevant to potential

employment may be sought at any subsequent interview.

Do you have or are you aware of any likely commitments which may prevent you from attending your place of employment during normal work hours or affect your availability for overtime or work-related travel (eg sports, hobbies, special interests, education, training)?

Yes:  No:

If yes, give brief details:

Are you a member of a territorial force unit or volunteer fire brigade? Yes:  No:

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

Do you smoke at work? Yes:  No:

If your application is accepted, when could you commence employment? .....

Do you have the legal right to work in New Zealand, either permanent residence or valid work permit? (Evidence will be required if you are interviewed for the position.) Yes:  No:

**SECTION 5 - HEALTH (Complete all questions.)**

Have you ever had an injury or medical condition or gradual process injury, disease or infection that may be caused by, aggravated or further contributed to by the tasks of the job?

Yes:  No:

or

Have you ever suffered from any gradual process or overuse injuries eg RSI, OOS (which includes tendonitis, carpal tunnel syndrome, tennis elbow/epicondylitis etc):

Yes:  No:

and

Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for? If yes please specify:

Are you allergic to, or have sensitivity to, any substances or chemicals? Yes:  No:

Have you ever suffered any back injury or back strain? Yes:  No:

Are you taking any drugs or medicine?  
Yes:  No:

If yes please specify:

If your application were successful do you agree to undergo blood and/or urine testing if it was ever decided to conduct such tests? Yes:  No:

Note: the test results would be required to must meet the company's requirements that you are not likely to be influenced by drugs or alcohol while at work, and do not suffer any medical conditions which would be adversely affected by the work or workplace.

How many days absence in your last 12 months of employment were stated by you or a medical practitioner to be due to sickness, injury and/or accident?

0-2 3-5 6-10 11-15 16-20 Over 20 days

#### **SECTION 6 - ADDITIONAL INFORMATION**

Do you have any additional information you consider relevant to the organisation's decision-making concerning hiring you for this position. For example, achievements, interests, aspirations, one-off commitments (e.g. for which you will require leave) or other background information pertinent to this position etc. If so, please list below or attach any additional information to this application form.

#### **SECTION 7 - DECLARATION**

I, ..... (full name) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

Date: ..... Signature: .....