

SHAND THOMSON



CHARTERED ACCOUNTANTS

Shand Thomson Ltd | 102 Clyde Street, PO Box 2, Balclutha 9240 | P 03 418 0020
7th Floor, Westpac Building, 106 George Street, PO Box 5046, Dunedin 9058 | P 03 474 1394
W www.shandthomson.co.nz | E accountants@shandthomson.co.nz | F 03 418 0026

POSITION APPLICATION FORM

Post to: Shand Thomson Ltd
P O Box 2
Balclutha

Attention: Maree Milligan

Deliver to: Shand Thomson Ltd
102 Clyde Street
Balclutha

Attention: Maree Milligan

Contact: Maree Milligan
Phone 03-4180020
Fax 03-4180026
e-mail maree@shandthomson.co.nz

The information provided on this form will be used to process your application and assess your suitability for employment. People having direct access to this information include the staff responsible for recruitment. The information requested is not required by Law, but if insufficient information is provided with your application it may not be considered. Under the Privacy Act 1993, you have a right of access to personal information about you held by Shand Thomson Ltd and you are also entitled to request information about you be corrected. This application form will be kept for a maximum period of 12 months from the time an appointment is made, after which time it will be destroyed.

Application Form – Fact Sheet

Thank you for your interest in working for Shand Thomson Ltd. Attached to this fact sheet you will find a Position Application Form. Before you complete this form, please take some time to read this fact sheet. It will explain why the questions on the form are being asked, and will help you understand why we require this information. The sections below provide an explanation for each of the questions in the form.

Personal Details

We require this information to ensure that there is an accurate record of your contact details. These will be used to contact you regarding your application.

Right to Work

We must ensure that all employees have a legal and valid right to work in New Zealand. If you have any doubts about your right to work in New Zealand you must discuss this with the person managing the recruitment process.

Criminal Convictions, Offences, Bankruptcy & Disciplinary Action

Shand Thomson is a professional organisation founded on concepts of integrity, honesty and trust. For these reasons it is vital that all those employed by the practice are honest, beyond reproach, fair and 100% trustworthy.

The application form asks you to tell us of any conviction for criminal offences that you have, or of any charges pending against you. A criminal conviction will not necessarily exclude you from being considered for a position. Certain convictions are of more concern (such as crimes of dishonesty) but it is important that you include all convictions, even those of a more minor nature and those that took place some time ago.

As part of our standard pre-employment checking process, we will complete the following checks:

- Criminal Convictions checks by the Ministry of Justice
- Bankruptcy checks through NZ Insolvency & Trustee Services website and Baytrace (for known aliases).

Please read the declarations at the end of the application form carefully.

Referees

We ask you to provide the contact details of two people who we can contact to discuss your application. Please try to include current or recent previous employers. If this is not possible we suggest you use people who can talk about the skills and strengths you have that are relevant to the position you are applying for. For example you could use a colleague, teacher, principal or a member of a community group.

Application Checklist

Please ensure you have included all of the following in your application:

- A completed and signed Position Application Form
- A copy of your CV
- A covering letter written in your own handwriting
- Copies of NCEA results, academic transcripts and relevant certificates

The Interview

The Shand Thomson Ltd selection process is two tiered. The first interview will take approximately 1 to 1.5 hours of your time and typically consists of:

- Psychometric testing which assesses your work skills (in areas such as numerical aptitude, spelling, grammar, checking documents) and evaluates how well you may perform in our office environment. For administrative positions, we may also use work samples such as typing tests as part of the interview process.
- An informal tea break with two of our team members.

Within a day or two of this interview you will be informed whether you have been selected for an interview with two of the practices' principals.

Position Application Form

The application form must accompany your curriculum vitae (CV). Please read and complete all sections of this form before you sign and date it.

Position Details:

Position Description:
Position Marketing:	How did you find out about this position vacancy?
	<input type="checkbox"/> Otago Daily Times <input type="checkbox"/> Southland Times <input type="checkbox"/> Leader <input type="checkbox"/> The Press <input type="checkbox"/> Friends/Family <input type="checkbox"/> Internet <input type="checkbox"/> Other

Personal Details:

First Name(s):
Last Name:
Home Address:

Telephone:	Hm: Wk: Cell:
E-mail address:

Reasons for Application:

Please detail your reasons for applying for this position. Please include relevant experience, spare-time interests, courses or anything you consider that might support your application.

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Education & Training:		
(Please include copies of academic transcripts)		
School/College/University	Location	Certificate/Subject/Degree/Diploma

Other training undertaken (formal & informal):

Additional studies planned:

Details of Hobbies / Interests / Sports Clubs or Community Activities:

Present Employment:	
Name of Employer:
Address:
Position(s) Held:
Length of Service: Length of Notice Required:
Current Salary:	\$..... (optional)
Can we contact your present/previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide:	
Contact Name & Phone No.:

[illegible]

Employment History:	
Have you ever been fired or removed from a position, within the last five years?	Yes / No
Have you ever resigned from a position where there were issues between yourself and your employer?	Yes / No
If you answered "Yes" to either of the above, please provide details:	

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Referees		Who can we contact, on a confidential basis, to ask about you?
Referee 1:	Name: Company/Organisation: Type of Reference: <input type="checkbox"/> Work <input type="checkbox"/> Character Daytime Contact Telephone Number:	
Referee 2:	Name: Company/Organisation: Type of Reference: <input type="checkbox"/> Work <input type="checkbox"/> Character Daytime Contact Telephone Number:	
Referee 3:	Name: Company/Organisation: Type of Reference: <input type="checkbox"/> Work <input type="checkbox"/> Character Daytime Contact Telephone Number:	

Referee Contact Consent:
I consent to Shand Thomson Ltd seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Shand Thomson Ltd for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Shand Thomson Ltd is supplied in confidence as evaluative material and will not be disclosed to me. Yes / No. If yes, (signature) Date:

Right to Work:
Are you a: <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Permanent Resident of New Zealand If neither of these, do you have the legal right to work in NZ? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note for external applicants: To be legally entitled to work in New Zealand you should be a New Zealand (NZ) citizen, have Permanent Resident status or have a current work permit.</i>

Driver's Licence:
Current driver's licence? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Licence: <input type="checkbox"/> Learner <input type="checkbox"/> Restricted <input type="checkbox"/> Full

Criminal Convictions, Offences, Bankruptcy & Disciplinary Action

This information is verified if your application is successful.

Have you ever been convicted of any criminal offence (including fraud, but not parking offences)? Note: You do not have to disclose any New Zealand convictions over seven years old which are concealed under the Criminal Records (Clean Slate) Act 2004.

☐ Yes ☐ No

Do you have any criminal charges pending or under investigation (including fraud)?

☐ Yes ☐ No

Are you, or have you ever been, adjudged bankrupt or made an assignment for the benefit of your creditors?

☐ Yes ☐ No

If you are a member of a professional group, have you ever been subject to disciplinary proceedings by a statutory, professional or other body (including NZICA) in respect of your professional capacity?

☐ Yes ☐ No

If yes to any of the above, please provide brief details:

Other Information:

Do you have any commitments at this time which may prevent you attending your place of employment, now or in the future?

☐ Yes ☐ No

If yes, please explain:

Declarations:

Health & Disability

It is important to let us know of any health issues or disability that you have as they may affect aspects of the position you are applying for. If you require special services or facilities, and it is reasonable for Shand Thomson to provide these, then we will work to accommodate you. Letting us know that you have a medical condition or disability will not exclude you from being considered for the position.

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the job may aggravate or contribute to, or that may affect your ability to carry out the work of the position applied for?..... Yes / No

If yes, please provide brief details.
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Conflicts of Interest

In our dealings with clients, colleagues and members of the public we must be fair and reasonable and avoid any appearance or suggestion of preferential treatment, favouritism, bias or discrimination. We need to know of anything that might constitute a conflict of interest or the appearance of a conflict of interest, or that may become a conflict of interest if you were to become an employee of Shand Thomson Ltd. We use this information to determine if action can be taken to manage the actual conflict or potential conflict.

Are you aware of any current or potential conflicts of interest? Yes / No

If yes, please provide brief details.
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Other Issues

Is there any other information, work or non-work related, that Shand Thomson should be advised of when considering hiring you for this position (such as misconduct or integrity issues)? Yes / No

If yes, please provide brief details.
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Application Declaration

I (full name) declare that to the best of my knowledge, the information supplied in this application and in any Curriculum Vitae provided is correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed my employment will be terminated.

Full Name: _____

Signature: _____ Date: _____