

PRIVACY DISCLOSURE STATEMENT

Moore Stephens complies with the Privacy Act and has systems in place to protect your privacy whenever we collect, store, use or disclose your personal information.

By making enquiries about employment with Moore Stephens and submitting your application for a cadetship position you agree and consent to the following:

- Your personal information will be collected for the purpose of assessing your application for employment with Moore Stephens
- You agree and consent to Moore Stephens collecting and disclosing your information for that purpose
- Your information may also be disclosed to any referees that you provide as part of the application process

Without the information that you provide, the assessment about your employment can not be made.

When you submit you application form and attachments to Moore Stephens, you are deemed to have agreed to the Privacy Disclosure Statement as set out above.

ELIGIBILITY

Before making your application please read the checklist below to ensure that you are eligible for the cadetship employment program:

- 1) You must be an Australian citizen or Australian permanent resident - due to government immigration regulations, we can only accept applications from Australian citizens and Australian permanent residents.
- 2) You must be in Year 12 of High School and due to complete your HSC this year
- 3) You must be intending to apply to one of the following universities to study a single degree (a course approved by the Institute of Chartered Accountants) as they will allow you to study your degree on a part-time basis while working for Moore Stephens:
 - a) Macquarie University
 - b) University of New South Wales
 - c) University of Technology Sydney
 - d) University of Western Sydney

PERSONAL DETAILS

Title	First Name	Preferred Name	Surname
Address			Email Address
Home Telephone	Mobile Phone		Preferred Contact Times
<input type="checkbox"/> Preferred Contact Number	<input type="checkbox"/> Preferred Contact Number		

Do you speak any other languages apart from English? If so please list the language/s and indicate your level of fluency below.

- Fluent
 Conversational
 Basic
 Written

Your Interests?

PC Skills – describe the level of your competency and/or understanding of the following software.

Key: A=Advanced; C=Competent; L=Learner; N=No knowledge

Word
 Excel
 Powerpoint
 Access
 MYOB
 Other

Which firm would you prefer to obtain employment in: (please tick)

- Moore Stephens Sydney
 Moore Stephens Sydney West
 Either

(If you have a preference please send form to that office, otherwise send to both)

MOORE STEPHENS SYDNEY

Level 7, 20 Hunter St
SYDNEY NSW 2000
Ph: (02) 8236 7700
Fax: (02) 9233 4636
sydney@moorestephens.com.au

Contact: Pam Slattery
email:
pslattery@moorestephens.com.au
website:
www.moorestephens.com.au

MOORE STEPHENS
SYDNEY WEST

Level 6, 460 Church St
PARRAMATTA NSW 2150
Ph: (02) 9890-1111
Fax: (02) 9890-1313

Contact: Nicole Johnson
email:
njohnson@moorestephens.com.au
website:
www.moorestephens.com.au

cadetship employment program

SECONDARY EDUCATION – Please provide a copy of your Year 11 and 12 school reports

School		Estimated UAI	
Subject	Units	Subject	Units

TRAINING – List any training courses you may have completed

Year	Course Undertaken	Results Achieved

EMPLOYMENT HISTORY – Your most recent position - first

From	To	Employer	Position	Reason for leaving

REFEREES

Name	Contact Phone Number	Preferred Contact Time	Association with Referee – Business, Educational, Personal

ACHIEVEMENTS

Year	Details

EXTRA CURRICULAR ACTIVITIES

Year	Details

If more space is required please attach additional sheet

ADDITIONAL INFORMATION

What has influenced you to pursue a career in Accounting and more specifically a Cadetship with Moore Stephens?

What qualities do you possess which you think will be an advantage to you in gaining employment with Moore Stephens?

ADDITIONAL INFORMATION

Describe a team project you have been involved in. What made the team work and what was your role?

Additional information which you may consider relevant to this application.

DECLARATION BY APPLICANT

I understand that any offer of employment by Moore Stephens is based on the accuracy of the statements contained in this application, which are, to the best of my knowledge, an accurate statement of facts. I further understand that any false statement may be sufficient reason for dismissal.

Further, I agree to Moore Stephens contacting my previous employers (if any) in relation to information relevant to my application.

Signature of Applicant: Date:/...../.....