

## Application form: Summer Clerks

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### Personal Details

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Name:

Preferred name:

Last name:

#### Details during semester

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Address:

Town/City:

Telephone:

Mobile

Email:

#### Details at the end of semester

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Home address

Town/City

Home telephone:

Other contact #:

Other correspondence address:

Town/City

### Tertiary Education

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University:

Degree(s):

Completion Date:

month

year

### Your Application

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Your application details will be held by our firm and accessible to you.

Applications can be forwarded by email to: **mark.gavin@hgmlegal.com** and labelled 'You Want Me' in the subject line,

or posted and marked for the attention of: **Mark Gavin, Hudson Gavin Martin, PO Box 105900, Auckland City, Auckland 1143**

If you have any queries please email **Mark Gavin** or call: 09 308 7308

**Applications close 5pm, Thursday 25th March 2010**

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### Interviews

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Interviews will begin in April/May and offers will be made in late May 2010.

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## Please include the following with your application form

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1. A covering letter.
2. Your curriculum vitae (CV). CV's that are not bound are easier for us to manage. In your CV we will be interested in the following:
  - Your secondary school education and achievements including exam results in years 11 – 13 respectively
  - Your work experience including voluntary work
  - Any special achievements in cultural or sporting activities or examples of leadership (e.g. at work, at study overseas, at school, at university, in the community)
  - Your interests.
3. Written references or testimonials (e.g. particularly from school, university or an employer). These are important to give us a snapshot of you as a person.
4. Two to three referees who with your permission can be contacted.
5. A copy of your academic transcript.

We will acknowledge your application.

Thank you for your interest.