

Application for Skilled Employment Assessment

Please fill in your **Member ID**, if known (please use a **BLACK** pen)

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Please type of print all applicable sections below and submit your application form with supporting documents to qualsassess@charteredaccountantsanz.com

IMPORTANT: Prior to completing this form please ensure you have read the information located on the website: <https://www.charteredaccountantsanz.com/about-us/migration-assessment/australia-immigration/skilled-employment-assessment>

You must have received a suitable skills (qualifications) assessment from the CA ANZ before skilled employment can be assessed.

Section 1 – Personal details

Title Mr Mrs Miss Ms Other → Gender → Male Female

Given name/s (in full) Family name

Preferred name
(If your name is different to those on your documents, please provide evidence of name change)

Date of birth Country of birth

Postal address Suburb/City

State Postcode Country

Email (home)

Phone (home) Mobile

Section 2 – Contact details of 'solicitor/migration agent/authorised person' acting on your behalf (if applicable)

Note: Department of Home Affairs 956 or 'CA ANZ Agent authorisation form – Skills Assessment' is required to be submitted with this application.

Full name
(First name/Family name)

Business name

Postal address Suburb/City

State Postcode Country

Email

Phone Mobile

Section 3 – Reason for application / Nominated occupation

Select one of the following ANZSCO codes to be assessed under:

- | | |
|---|---|
| <input type="checkbox"/> Accountant (general) ANZSCO CODE 221111 | <input type="checkbox"/> Corporate Treasurer ANZSCO CODE 221212 |
| <input type="checkbox"/> Management Accountant ANZSCO CODE 221112 | <input type="checkbox"/> External Auditor ANZSCO CODE 221213 |
| <input type="checkbox"/> Taxation Accountant ANZSCO CODE 221113 | <input type="checkbox"/> Finance Manager ANZSCO CODE 132211 |

Section 4 – Skilled employment details

Skilled employment is only assessable after a suitable full (permanent) skills assessment outcome for your qualifications under the same nominated occupation from Chartered Accountants Australia and New Zealand is achieved.

Please list the details of your skilled employment to be assessed below. **Colour scanned copies of work references and pay slips must be included.** (If additional space is required, please photocopy this page and attach to this application).

Name of employer	<input type="text"/>	
Position title	<input type="text"/>	
Date commenced	<input type="text" value="/ /"/>	-----> Date completed <input type="text" value="/ /"/>
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Date commenced	<input type="text" value="/ /"/>	-----> Date completed <input type="text" value="/ /"/>

Section 5 – Privacy Statement and Declarations

PRIVACY STATEMENT

Chartered Accountants Australia and New Zealand ABN 50 084 642 571 (CA ANZ) is collecting the personal information (which may include sensitive information) provided in this application form and any evidence sent to CA ANZ for the following primary purposes:

- to process the application, verify evidence provided with the application and assess whether the applicant has suitable skills and/or qualifications for a nominated occupation;
- to confirm authorisation by an applicant of his/her representative or migration agent and to provide contact details for that representative or migration agent; and
- to allow you to make payment of the required fees to CA ANZ so you can lodge the application.

If you do not provide this personal information or provide incomplete personal information, we may not be able to process the application.

We have a legitimate interest in using the personal information provided in this application form in these ways. The collection of the personal information provided in this application form is also fundamental to the nature of our obligations in assessing the application.

CA ANZ may collect personal information (which may include sensitive information) of an applicant via the account, application form or application process either directly from the applicant or indirectly from the applicant's migration agent.

If you are a migration agent acting on behalf of an applicant, you must not disclose any personal information (which may include sensitive information) of an applicant to CA ANZ unless you have the necessary authorisations and consents to do so by the applicant. You must also inform the applicant of the matters set out in this Privacy Collection Statement and CA ANZ's Privacy Policy. By disclosing personal information of the applicant to CA ANZ, you represent to CA ANZ that you have all such authorisations and consents required and that you have informed the applicant of the relevant matters.

CA ANZ may disclose some or all of the information we collect about applicants (including information provided by third parties) to the Department of Home Affairs, the Migration Review Tribunal, the organisation or individual that issued the relevant qualifications referred to in this application, the applicant's employer(s) or migration agent, the Australian Skills Authority, local and international professional bodies, ASIC and any other state/territory government agencies.

We otherwise use, disclose, process and handle your personal information in accordance with our [Privacy Policy](#).

While your personal information is collected in Australia, it is likely that it will be disclosed to overseas recipients outside of Australia and outside of the European Economic Area in accordance with our [Privacy Policy](#).

Our [Privacy Policy](#) also contains the contact details of our Privacy Officer / Data Protection Officer and information regarding your rights (including how to withdraw your consent, if applicable) and how you can seek to access and correct your personal information or raise a privacy concern with us and how it will be dealt with.

If you have any questions or concerns about this Privacy Collection Statement, our Privacy Policy or how we handle your personal information, please contact our Privacy Officer / Data Protection Officer.

I confirm that I have read, understand and accept the terms of the above privacy statement and consent to the handling of my information in accordance with that collection statement and CA ANZ's Privacy Policy.

DECLARATIONS

- I confirm that the information provided in this application form is complete, correct and up-to-date.
- I understand that providing false or misleading information is a serious offence.

Signature

Full name
Date

Section 6 – Payment details

Assessment fee payable: (Please select **ONE** only)

- Standard processing time (Skilled employment only) **AU\$250**
- Express service exclusive to migration agents (Skilled employment only) **AU\$350**

Your assessment result letter will be emailed as a **secure PDF** document.

Total fee payable:

Payable by:

- Chartered Accountants Amex
- Amex Visa MasterCard Diners Club

Card number

Expiry date

Cardholder name

Cardholder signature

Section 7 – Checklist

Please ensure you have:

- Completed **all** applicable sections of this form (typed or in legible handwriting)
- Signed this form

Enclosed the following:

- Biographical pages (photo pages) of the current passport(s).
- Evidence of name change (if applicable)
- Colour scanned copies of employment references related to work experience
- Colour scanned copies of relevant payslips
- Department of Home Affairs *Form 956* or 'CA ANZ Agent authorisation form – Skills Assessment' (if you have a **third party** acting on your behalf)

Section 8 – Submitting your application form

HOW TO SUBMIT YOUR FORM

Please email your application form to:

EMAIL qualsassess@charteredaccountantsanz.com

OR



If you have a 'digital signature' simply click the **submit button**

ANY QUESTIONS

If you have any questions you can contact the Migration Team at:

EMAIL migration@charteredaccountantsanz.com

PHONE **AUSTRALIA** 1300 137 322 **OVERSEAS** +61 2 9290 5660

WEBSITE charteredaccountantsanz.com