



**AUCKLAND
INSTITUTE
OF STUDIES
NEW ZEALAND**

PGDBA/MBA CANDIDATE'S BACKGROUND INFORMATION

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This form provides AIS with full details on your previous studies/work experience so that we can give you better advice on your future programme. The information you provide may help us create a programme of study matching your background. Please complete all aspects of the form and send with your enrolment application.

Candidate's Name	
Family/Surname:	Given Name(s):

Tertiary Education and Professional Qualifications
Qualification(s):
Please provide a <u>certified</u> copy of your tertiary qualification(s) and a complete transcript of every qualification you hold.

Employment Details – include any work reference letters from your employer(s). Note: An internship for an academic requirement is excluded.		
Years in full-time employment:	Years in managerial role:	Years in current position:
Please indicate whether you have worked in the following areas by ticking the appropriate boxes and indicating how long you spent on those duties.		
Area	Total Length (Years/Months)	Organisation
<input type="checkbox"/> General management and/or related experience		
<input type="checkbox"/> Supervisory experience		
<input type="checkbox"/> Experience in financial management and/or budgeting		
<input type="checkbox"/> Experience in staffing/personnel management		
<input type="checkbox"/> Experience in policy and planning		
<input type="checkbox"/> Experience in developing organisational process		
<input type="checkbox"/> Experience in the development of procedure and control processes		
<input type="checkbox"/> Experience in marketing and marketing strategy		

Employment History – include your CV Note: An internship for an academic requirement is excluded.	
Company/Organisation:	Dates employed (mm/yyyy): _____ to _____
Please list your main duties and responsibilities here. _____ _____	
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Please list your main duties and responsibilities here. _____ _____	
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Please list your main duties and responsibilities here. _____ _____	

Other Information
Please provide any information regarding your qualifications and/or work experience that you consider relevant to your application. _____ _____ _____ _____

Checklist
<input type="radio"/> I have attached certified copies of my qualification(s).
<input type="radio"/> I have attached certified copies of the transcripts for all my educational and/or professional qualifications.
<input type="radio"/> I have attached my <i>résumé/curriculum vitae</i> (CV).
<input type="radio"/> I have attached any work reference letters from my employer(s).
<input type="radio"/> I confirm that all information provided is correct and true. *
Name (write) _____ Signature _____ Date _____

* or Education Agent on behalf of the student.