

SCHEDULE 1 APPLICATION FOR MEMBERSHIP FORM

A	Applicant personal details		
	Surname		
	First names		
		Mr / Ms / Mrs / Dr (please circle one or provide other) _____	
	Postal address		
	Telephone		Fax
	Email address		
B	Profession and occupation		
	Please provide your principal occupation or profession, including details of current employer and position.		
C	Curriculum Vitae		
	<p>Please provide your curriculum vitae as an attachment to this application form. This CV should include:</p> <ul style="list-style-type: none"> • Your educational achievements and qualifications generally; • Your qualifications that satisfy the requirements of membership of AANZ. • Your work experience, including your specific experience in the construction industry and/or in dispute resolution in the construction industry. • Membership of any professional organizations or associations 		
D	References		
	Each applicant shall provide two referees, one in respect of qualifications, work and or work experience, and one in respect of personal character. Referees are to provide their reference by completing and signing the following sections of this form.		

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	<p>FIRST REFEREE (work/qualifications reference)</p> <p>Name: _____</p> <p>Address: _____</p> <p style="text-align: center;">Contact</p> <p>telephone: _____</p> <p>I have known the applicant, _____ for ____ years, and I have read his/her application for membership and I have read the membership requirements for the AANZ. From my personal knowledge of the applicant I can recommend him/her as a person that meets the qualification requirements of AANZ and that he/she is a fit and proper person to be considered for membership of AANZ.</p> <p>Signed _____ Date _____</p>
	<p>SECOND REFEREE (personal character reference)</p> <p>Name: _____</p> <p>Address: _____</p> <p style="text-align: center;">Contact</p> <p>telephone: _____</p> <p>I have known the applicant, _____ for ____ years, and I have read his/her application for membership and I have read the professional obligations for the AANZ. From my personal knowledge of the applicant I can recommend him/her as a fit and proper person to be considered for membership of AANZ.</p> <p>Signed _____ Date _____</p>
E	Declarations
	<p>Have you ever been charged with professional misconduct by a professional body or association, or been the subject of disciplinary action by such a body or association?</p> <p>YES / NO (if yes provide details on a separate sheet, which will be treated confidentially)</p>

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	<p>Have you ever been convicted of a criminal offence? YES / NO (if yes provide details on a separate sheet, which will be treated confidentially)</p>
E	Application
	<ol style="list-style-type: none"> 1. The undersigned hereby applies for admission to membership of the Adjudicators' Association of New Zealand Inc. 2. The undersigned hereby agrees, if admitted to membership, to comply with the Rules and By-Laws of the Association and any subsequent amendments and alterations that may be made from time to time thereto; 3. The undersigned certifies that the above details are correct <p>Signed by the applicant _____ Date _____</p>
F	Administration (for office use only)
	<p>Received (date): Reference 1 checked (date and initials): Reference 2 checked (date and initials): Committee meeting (date)</p> <p>Approved for admission YES / NO (date):</p> <p>Comments:</p>

SCHEDULE 5 QUALIFICATION REQUIREMENTS FOR AANZ MEMBERS

The AANZ membership rules require a minimum qualification standard for AANZ members. This includes proven competency in the Construction Contracts Act 2002 and in the process of adjudication. The knowledge and competency requirements are constituted of the following components.

1. A practical knowledge of the legal principles involved in the law of contract.
2. An understanding of common contract terms in the construction industry.
3. An understanding and practical experience in the principles of contract formation and contract interpretation.
4. A working knowledge of the principal rules of evidence.
5. Practical experience in drafting clear and concise documents that can withstand legal scrutiny.
6. An understanding of dispute resolution methods and the place of adjudication amongst other forms of dispute resolution
7. A basic understanding of the New Zealand Court system.
8. A practical knowledge of finding legislative sources and relevant case law.
9. An in-depth working knowledge of the Construction Contracts Act 2002, and associated regulations:
 - a. Overview and structure of the legislation
 - b. Definition of terms used in the Act
 - c. What is included and excluded in the Act
 - d. Payment provisions
 - e. Meaning of dispute
 - f. The selection and appointment of an adjudicator
 - g. The process of adjudication and its limits
 - h. Required adjudication documents and procedures
 - i. Adjudicator's jurisdiction, duties and powers
 - j. Determination, including costs fees and expenses
 - k. Effect of determination, enforcement and remedies
 - l. Suspension of work
 - m. Charging orders
10. Practical experience in executing adjudication process, including:
 - a. Selection process, inquiries, accepting a nomination.
 - b. Adjudication agreement, fees
 - c. Providing directions, complying with time limits
 - d. Chairing a conference
 - e. Drafting a determination.
11. Familiarity with standard forms described by the Act