



Executive Leadership Pathway

Application form

Important information

Please submit an **online membership application** prior to completing this form to support your Executive Leadership Pathway application. Your supporting documents should be uploaded into the online membership application on the Supporting Documents page.

Please provide all information below unless fields are marked as optional.

Applicant information

First name _____

Middle name (optional) _____

Family name _____

CPA Australia ID _____

Social media profile link (optional) _____

(This needs to be a professional social media profile, such as LinkedIn (or equivalent) / Personal website/ Management profile link)

Work experience

Total years of work experience in accounting, finance, business or a relevant field.

_____ years

Of the total years of work experience, how many years have you been in an Executive Leadership level role?

_____ years

Employment history

Please upload a copy of your current curriculum vitae (CV) / resume (pdf format) in your **online membership application**.

Personal statement

Please provide additional information to support your application.

Your personal statement should showcase your relevant skills, experience, and capabilities in the accounting and finance profession. It should also detail your reporting line and the number of people that you are responsible for (direct reports and indirect reports). You might like to include an official company organisation chart to illustrate your level of seniority and responsibility within the organisation.

Feel free to also include details of achievements from recent projects to illustrate your skills and experience.

(1,000 word limit).

Document checklist

Once completed, please send your application form to **membership.admission@cpaaustralia.com.au**. Please upload all other compulsory and optional supporting documents to your **online membership application** under the Supporting Documents page.

Compulsory

Proof of identity e.g. passport (ID page), national ID card, drivers licence (with photo)

Tertiary qualification award certificate/letter of completion

Current curriculum vitae (CV)/resume with a detailed summary for each role (this should correspond to your personal statement.)

Referral letter from a member of the International Federation of Accountants (IFAC) - Ideally someone who is also a CPA Australia member.

A list of IFAC membership bodies can be found on the **IFAC website**.

Optional

Workplace testimonial from your current or most recent position

Tertiary qualifications – course syllabus and academic transcripts

Job description for your current or previous roles

Licenses/certificates

Cover letter with any additional information that details your skills, experience and competencies.

Declaration

I acknowledge:

- That my personal information will be handled in accordance with the **CPA Australia's Privacy Policy**, and additional privacy information outlined on this application form
- If any of the information I have provided changes, I will inform CPA Australia in writing
- The provision of false information in connection with my application may result in the rejection of my application or revocation of my membership with CPA Australia
- CPA Australia may make all reasonable enquiries of any person or entity to verify the information and/or evidence I have provided in connection with my application. I authorise such person or entity to disclose the information to CPA Australia in order to verify my application
- The decision to approve my application or vary my level of membership is at the discretion of CPA Australia in accordance with **CPA Australia's Constitution and By Laws**
- I am required to notify CPA Australia about any matter(s) arising that may bear upon my fitness for continuing membership. If my membership is approved I will be required to comply with **CPA Australia's Constitution and By Laws**, APES 110 Code of Ethics for Professional Accountants, Applicable Regulations, and any other relevant directives, which may be varied from time to time.

I declare:

- The information I have provided in connection with my application including in any supporting document(s) is true and correct
- That I am and will continue to be a fit and proper person in accordance with **CPA Australia By-Law 3.16** and will immediately disclose to CPA Australia any circumstances that would affect this requirement.

Signature

Date

Please print and sign. Alternatively, CPA Australia accepts digital signatures, provided that the applicant's signed application form is sent via an email address registered to the applicant in the online membership application (a personal or individual work email address is acceptable).

Submit your application

- To complete your Executive Leadership Pathway application, first you must complete an **online membership application** and attach all of your required documents under the Supporting Documents page.
- Once your online membership application has been submitted, please email this Executive Leadership Pathway application form to: **membership.admission@cpaaustralia.com.au**.
- For any further inquiries, please contact us or call your local divisional office.

What happens next?

1. We will send you an acknowledgement email to let you know we have received your application.
2. We will let you know if your application cannot be processed or if there are any missing supporting documents.
3. We will let you know the outcome of your application via email.



THREE
LETTERS TO
LIMITLESS