

Application for Employment Form

This application form is to be completed as accurately as possible and in your own handwriting. It requests personal information about you. We will contact the referees you name for a confidential reference check. If you do not provide the information we have asked for, we will not be able to consider you for a position with this firm.

If you cannot read English, a competent interpreter should translate the application. Please note that an understanding of English is required to carry out the duties of this position.

APPLICANTS MUST ACCEPT THAT NO GUARANTEE OF EMPLOYMENT IS GIVEN BY THE COMPLETION OF THIS FORM.

Personal details

Surname:

Given name(s):

Address (residential):

Postcode

Postal address (if not same as above):

Postcode

Telephone:

Home

Mobile

Are you an Australian citizen?

Yes

No

If no, are you legally entitled to work in Australia?

Yes

No

Questions

1. What interested you in the role?

2. Why are you leaving your current role?

3. What happens in a typical day/week in your role?

4. What sort of role are you looking for?

5. Tell me about how your team works and interacts together?

6. What are your career goals?

7. What are your main strengths at work?

8. What are your areas for development at work?

9. What hours do you work?

10. What computer programs do you use and what level of competency are you at with each one?

11. What performance targets do you currently work to?

12. Tell me about your key performance achievements:

13. What is your availability if you were to accept a new position?

14. What salary are you looking for?

15. What is your availability for interviews?

Position Sought

Position applied for: _____

Are you seeking?

Fulltime employment

Part-time employment Preferred number of hours per week _____

Casual employment Preferred number of hours per week _____

If applicable to the position, are you prepared to work weekends?

Yes No

If requested, would you be able to work outside of normal office hours, given appropriate advance notice??

Yes No

Occasionally Rarely

Are there any factors, medical or otherwise, that may affect your ability to perform the full position as outlined in the position description?

Yes No

If yes, please supply details:

If yes, what adjustment/s would you require in the workplace to enable you to discharge the full duties?

Are there any other factors that may affect your ability to perform the required duties?

Yes No

If yes, please provide details _____

Employment History

Previous employment (beginning with present or most recent):

Dates	Company	Location	Your Position

Briefly describe the major responsibilities in your current or most recent job:

What are your salary expectations?

If your application is successful, when would you be available to commence work?

Please provide the name, address and contact phone number of three (3) referees who you authorise us to contact to verify the information contained on this application form:

1.

2.

3.

Additional Questions

NOTE: The following questions will be relevant to someone required to hold a Certificate of Registration under the Property, Stock and Business Agents Act 2002).

Please mark the correct answer to the following questions:

1. Have you been convicted within the last ten years of an offence in NSW or elsewhere involving dishonesty?
 Yes No
2. Have you been convicted within the last 5 years of an offence under section 13 (lending of licence or certificate of registration prohibited) of the *Property, Stock & Business Agents Act 2002*?
 Yes No
3. Are you an undischarged bankrupt?
 Yes No
4. Are you now or have you ever been a director or person concerned in the management of a corporation that has been the subject of a winding up order or for which a controller or administrator has been appointed?
 Yes No
5. Have you at any time in the last three years been an undischarged bankrupt, applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with your creditors or made an assignment of your remuneration for their benefit?
 Yes No
6. Have you ever been declared a mentally incapacitated person?
 Yes No
7. Are you disqualified from holding a licence, certificate of registration or other authority under a corresponding property services licensing in any other state or territory or the holder of such a licence, certificate of registration or other authority that is suspended?
 Yes No

Additional Questions (continued)

8. Are you the holder of a licence, permit or other authority that is suspended under the *Fair Trading Act 1987*?
- Yes No
9. Are you in business partnership with a person who is a disqualified person under s.16(1) of the *Property, Stock & Business Agents Act 2002*?
- Yes No
10. Are you for the time being declared to be a disqualified person under Part 12 (complaints and disciplinary action) of the *Property, Stock and Business Agents Act 2002*?
- Yes No
11. Have you failed to pay a contribution or levy payable by the person under Part 10 (Compensation Fund) of the *Property, Stock and Business Agents Act 2002* or have any contributions or levies outstanding?
- Yes No
12. Do you have a debt of any amount paid out of the property Services Compensation Fund with respect to a failure to account for trust monies by you?
- Yes No
13. Have you failed to pay any monetary penalty payable under Part 12 (Complaints and disciplinary action) or failed to comply with a direction given by the Commissioner under that Part?
- Yes No
14. Have you failed to provide the Commissioner for Fair Trading with an auditor's report that you are required to provide under the Act?
- Yes No

Declaration by Applicant

I declare:

- a) that the answers to the foregoing are, to the best of my knowledge, true and correct in every instance; and
- b) that if my application for employment is successful I will be bound by, and will at all times, observe and respect, such terms and conditions of my employment and such policies and rules as may from time to time be implemented, specified or otherwise stipulated by my employer; and
- c) that I understand that any erroneous or false declaration made by me in this application may result in disciplinary action, including dismissal; and
- d) that I understand a six month probation period will apply to the position sought.

Applicant's Signature: _____

Date: _____