

Recruitment Application Form



Introduction

Your co-operation in completing this form in as much detail as you can, will help us to understand your skills and your own personal goals and aspirations.

This is a private and confidential document for use within Harcourts only and will be protected against loss, or use for unlawful purposes. The information provided will be used solely for the purposes of this selection exercise and if you are unsuccessful it will be destroyed on the completion of the exercise unless you wish to be retained on our files for future recruitment purposes. If you do wish us to retain your data please signify your consent accordingly.

*I hereby authorise Harcourts to utilise the information provided as a basis for recruitment purposes. In the event that I am not successful I request that the information is / is not **(delete accordingly - if not deleted then it will be understood that you wish us to retain your application)** retained on file for any future recruitment exercises for which they may deem me to be appropriate.*

Signed: _____

Date: _____

Section 1: Personal Details

Given Names:

Surname:

Address:

Contact Phone Number:

May we contact you during the day? Yes No

Position applied for: _____

When would you be available to start work? _____

Yes

No

Are you legally entitled to work in this country?

Have you previously been employed by Harcourts?

Do you have a current drivers licence?

Do you own a car?

If yes:

Make:

Model: _____

Have you ever been convicted of an offence which could be considered relevant to your appointment to this position? (*Disregard minor traffic offences*)

Do you have any condition which may affect your ability to do the job?

If yes, please specify;

Education:

Secondary school attended: _____

Tertiary institution attended: _____

Highest educational qualification or level reached: _____

Please give details of any further qualifications or training you have completed or are currently undertaking.

What are your reasons for applying for this position?

Section 2: Work Skills

List your three most recent jobs or attach a CV

Employer: _____ Period Employed: _____

Position/s held: _____

Duties: _____

Name & Title of immediate manager: _____

Can we contact this person? Yes No

Reason for leaving: _____

Employer: _____ Period Employed: _____

Position/s held: _____

Duties: _____

Name & Title of immediate manager: _____

Can we contact this person? Yes No

Reason for leaving: _____

Employer: _____ Period Employed: _____

Position/s held: _____

Duties: _____

Name & Title of immediate manager: _____

Can we contact this person? Yes No

Reason for leaving: _____

If from a previous sales or real estate background

What were your listing / sale records for the past _____ years?

listings / year _____ sales / year _____

Can you provide records to verify this? Yes No

What work skills do you have that will assist you to work in real estate?

References

Please provide details of three people (not relatives) who we may contact to obtain references. If you know anyone within Harcourts who we can contact as a referee, add their name below.

Name:	Contact Phone:	How Long Known:

I consent to you contacting any of the above people to obtain references to support my employment application.

Signature: _____

Date: _____

Section 3: Other details

Please give details of any outside of work interests/commitment which may be relevant to your application?

Please give any further details concerning your knowledge, experience, future goals and interests or any other matter which you consider relevant to the position and which may assist us in the assessment of your application.

Section 4: Signature

I understand that if any statement I have made on this application form is not true or if I have omitted information which would be relevant to the assessment of my suitability for the position, an offer of employment may be withdrawn, or my subsequent employment terminated.
