

Harcourts Choice

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: _____

Personal Details	
Given Name	Surname
Address	
Phone number	May we contact you during the day? Y N
Position you wish to apply for?	
When would you be able to start?	
Are you legally entitled to work in this country?	Y N
Have you been employed by Harcourts previously?	Y N
Do you have a current drivers license?	Y N
Do you own your own car?	Y N
Have you ever been convicted of an offence which could be considered relevant to your appointment to this position?	Y N
Do you have any condition which may affect your ability to do the job?	Y N
If yes, please specify:	
Education	
Secondary school attended	
Tertiary institution attended	
Highest education qualification or level reached	
Any further qualifications or training you have completed or are currently undertaking	
What are your reasons for applying for this position	

Work Skills

List your 3 most recent jobs or attach a CV

Employer

Period Employed

Position held

Duties

Name & Title of manager

Can we contact this person?

Y

N

Reason for leaving?

Employer

Period Employed

Position held

Duties

Name & Title of manager

Can we contact this person?

Y

N

Reason for leaving?

Position held

Duties

Name & Title of manager

Can we contact this person?

Y

N

Reason for leaving?

If from a previous sales or real estate background please complete.

What were your listing/sale records for the past _____ years?		
Listings per year?		
Sales per year?		
Can you provide records to verify this?		Y N
What work skills do you have that will assist you to work in real estate?		
References		
Please provide details of 3 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	Phone	How long known
I consent to you contacting any of the above people to obtain references to support my employment application.		
Signature:		Date:

Other Details

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

Please give 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.

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.

Signature:

Date: