

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 resume

Employer: _____ Period employed: _____
Position/s held: _____
Duties: _____
Name & title of immediate manager: _____
Can we contact this person? Yes No
Reason for leaving: _____

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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:
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

Signature: Date:/...../.....