

Application for Employment

(Please print your answers)

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

1. Personal Details

Surname: _____ Given Name(s): _____

Address (Residential): _____

Post Code: _____

Postal Address (if different from above): _____

Post Code: _____

How long have you lived at this address? _____

Telephone (home): _____ (mobile): _____

Email address: _____

Are you an Australian citizen? Yes No

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

2. Position Sought & Hours of Work

Position Applied For: **Property Manager (Permanent Position)**

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

Yes Occasionally Rarely No

Do you have any requests regarding rostering? (Particular days you need off, early finishes, etc)

3. Do you have any physical disability, medical condition or any other condition that may affect your ability to perform the full position as outlined in the position description? If yes, give 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, give details:

4. Tell us briefly about your educational background.

Do you hold a current drivers license? YES / NO

A drivers license is required for this position. Please attach a copy to your application.

Do you hold a Current Real Estate Certificate or License? Certificate / License

This is a requirement for this position.

Please list any other qualifications (if applicable) below:

5. Employment History

Previous Employment (Beginning with Present or Most Recent):

Date	Company	Location	Your Position

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

What are your salary expectations? _____

If you are successful with this application, when would you be available to commence work? _____

Please provide the name, address and contact phone number of 2 - 3 referees who you authorise us to contact to verify the information contained on this application form:

1. _____

2. _____

3. _____

Is there anything else that you feel would/should influence our decision to employ you?

6. Additional questions

Please circle 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 3 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

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 6-month probation period will apply to the position sought.

Signature of Applicant: _____

Date: _____/_____/_____

Please return to *Nelson Bay Real Estate,
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