

## introduction

Your co-operation in completing this form in as much detail as you can will assist us in understanding your skills, areas of expertise, strengths and own personal goals and aspirations.

This is a private and confidential document for reference and review within our Agency only and will be protected against loss or use for unlawful purposes. The information provided will be referred to solely for the purposes of this selection process. If you are unsuccessful it will be destroyed once a suitable applicant has been secured and their three month probationary period fulfilled. However, you may wish for your application 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 authorize \_\_\_\_\_(Agency) to refer to 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 opportunities for which they may deem me to be appropriate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## personal details

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

May we contact you during business hours? Yes  No

Position applied for: \_\_\_\_\_

When would you be available to commence work? \_\_\_\_\_

Are you legally entitled to work in this country? Yes  No

Have you previously been employed by this company or any of its affiliates? Yes  No

Do you have a current driver's license? Yes  No

Do you own a car? Yes  No

If yes - Make: \_\_\_\_\_ Model: \_\_\_\_\_

Do you smoke? Yes  No

Have you ever been convicted of an offence that would be considered relevant to your appointment to this position? Yes  No

Do you have any condition that may affect your ability to fulfill the requirements of this position? Yes  No

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why are you applying for this particular position and what are your main objectives in pursuing this role? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## education history

Secondary school attended: \_\_\_\_\_

Tertiary institution attended: \_\_\_\_\_

Highest educational qualification or level achieved: \_\_\_\_\_

Please give details of any further qualifications or training you have completed or are currently undertaking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## work/employment history

Please provide details of your three most recent positions:

Employer: \_\_\_\_\_

Period employed: \_\_\_\_\_

Position/s held: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Name and title of immediate manager: \_\_\_\_\_

\_\_\_\_\_

Can we contact this person? Yes  No

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Period employed: \_\_\_\_\_

Position/s held: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Name and title of immediate manager: \_\_\_\_\_

\_\_\_\_\_

Can we contact this person? Yes  No

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Period employed: \_\_\_\_\_

Position/s held: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Name and title of immediate manager: \_\_\_\_\_

\_\_\_\_\_

Can we contact this person? Yes  No

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

## leasing and management history

What is the maximum number of properties you have managed? \_\_\_\_\_

For what period? \_\_\_\_\_

What was your overall net profit growth? \_\_\_\_\_

Was it full task management? Yes  No

Can you provide records to verify this? Yes  No

What do you believe are your greatest strengths and skill? \_\_\_\_\_

\_\_\_\_\_

What do previous employers believe were your greatest strengths and skills? \_\_\_\_\_

\_\_\_\_\_

## references

Please provide details of three people (not relatives) who we may contact to obtain references. If you know anyone within our agency who we can contact as a referee, it would be beneficial to include them below.

Name	Contact phone	How long you have known them

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## income information

Current income: \$\_\_\_\_\_ p.a.

What do you **need** to earn over the next 12 months? \$\_\_\_\_\_

(Complete the attached 'Money needs' form)

Do you prefer a salary plus bonus incentives package? Yes  No

What do you **want** to earn over the next 12 months? \$\_\_\_\_\_

(Be objective and realistic)

## additional relevant information

Please give details of other interests and commitments that may be relevant to your application:

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Please provide further details concerning your knowledge, experience, future goals or any other matter that you consider relevant to this position and may assist us in the assessment of your application:

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## acknowledgement and 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## agency assessment and comments

(Office use only)

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## lifestyle expenditure: salary requirements

Complete the budget to work out your minimum annual income requirements. We recommend that you use last year's expenses as the basis for your calculation.

	Expense	Per month	Per annum	
<b>Fixed expenses:</b>	Mortgage/rent	\$		
	Rates	\$		
	Electricity/gas/fuel	\$		
	Income tax	\$		
	General insurances	\$		
	Education (school fees)	\$		
	Other: _____	\$		
	<b>Monthly total</b>	<b>\$</b>		
	<b>Total annual (multiply by 12)</b>		<b>\$</b>	
<b>Living expenses:</b>	Housekeeping	\$		
	Clothing/footwear	\$		
	Pocket money	\$		
	Medical/dental/etc.	\$		
	Private car	\$		
	Home maintenance	\$		
	Other	\$		
	<b>Monthly total</b>	<b>\$</b>		
	<b>Total annual (multiply by 12)</b>		<b>\$</b>	
<b>Business expenses:</b>	Business car running	\$		
	Business car repayment	\$		
	Conferences and travel	\$		
	Advertising/sponsorship	\$		
	Phone/stationery/postage	\$		
	Income protection insurance	\$		
	Secretarial services	\$		
	Business entertainment	\$		
	Education - self	\$		
	Other	\$		
	<b>Monthly total</b>	<b>\$</b>		
		<b>Total annual (multiply by 12)</b>		<b>\$</b>

<b>Savings and investments:</b>	Life insurance	\$	
	Superannuation	\$	
	Savings account	\$	
	Goal	\$	
	<b>Monthly total</b>	<b>\$</b>	
	<b>Total annual (multiply by 12)</b>		<b>\$</b>
<b>Miscellaneous:</b>	Amusement (family)	\$	
	Holidays	\$	
	Sports, hobbies	\$	
	Giving (church, charity, etc.)	\$	
	<b>Monthly total</b>	<b>\$</b>	
	<b>Total annual (multiply by 12)</b>		<b>\$</b>
	<b>Total annual budget:</b>		<b>\$</b>