

HILLSEA REAL ESTATE

Employment Application



APPLICANT INFORMATION

Last Name		First		Date	
No.		Street			
Suburb		State		Postcode	
Phone		E-mail Address			
Date Available		Salary Expectation			
Position Applied for					
Are you authorised to work in Australia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

EDUCATION

High School					
Yr completed		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Tertiary					
Yr completed		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Real Estate Certificate?	Where completed?				
Yr completed		YES <input type="checkbox"/>	NO <input type="checkbox"/>		

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT					
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
<hr/>					
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
<hr/>					
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	\$	Ending Salary	\$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					

OTHER					
Do you have any past or current injuries that we need to be made aware of that may affect your performance in the position you have applied for?	<table> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>				

PRIVACY POLICY, DISCLAIMER AND SIGNATURE

Hillsea only gathers personal information when voluntarily submitted by you. Hillsea takes all reasonable steps to ensure the security of your personal information. The information collected in your application will be used for the purpose of recruitment, assessing your application for employment and if you are a successful candidate, during the course of your employment.

The information you submit may be disclosed to our managers, to referees and to other third parties involved in the recruitment process to the extent that they require such information.

Hillsea reserves the right to use or disclose any information as needed to satisfy any law, regulation or legal request.

If you choose not to provide any of the information requested, we may be unable to fully process your application or properly consider you for employment.

If you are successful in obtaining employment with Hillsea, this application and the personal information provided will form part of your employment record.

If you are unsuccessful your application will be kept on file for 12 months from the date of submission. After this date it will be destroyed.

By submitting this application you agree to the following:

- I certify that the information contained in this application is true and complete to the best of my knowledge.
- I acknowledge that any false or misleading information I provide may lead to rejection of my application, review of any employment offered by Hillsea and potential dismissal from such employment.
- I give consent for Hillsea to use and disclose my personal information as specified in the privacy policy including consent to contact third parties in order to discuss my suitability for employment with Hillsea.
- If successful, I agree to comply with all of Hillsea's Policies & Procedures, rules and regulations of government authorities and the reasonable and lawful directions of my employer.
- I authorise Hillsea to keep my personal information on file.

Signature

Date