

Employment Application Form

Position Details

Position sought

Personal Details

Your Full Name

Current Address

Home Phone Mobile Phone

Email Address

Date of Birth

Drivers Licence Number State of Issue

Do you have your own car? YES/NO

Employment History

Please list below your most recent positions held starting with your current role and then your previous role.

Your current or most recent employer

Location

A description of the role you were employed in

Length of employment

Reason for leaving

Your previous Employer

Location

A description of the role you were employed in

Length of employment

Reason for leaving

Office Skills

Please rate your level of competence in some or all of the packages listed

Computer Packages Skills and Level of Knowledge

Word	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge
Excel	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge
Outlook	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge
Email	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge
Access	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge
PowerPoint	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge
Publisher	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge
MYOB	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	No skill or knowledge

Other Computer Packages you can use

Additional Office Skills and Knowledge

Education History

Secondary School attended

Highest level attained

Tertiary Education

Courses Studied

Qualification attained

Career Aspirations during studies

Extra Curricular activities or associations

Personal Profile

What books have you read in the past year?

What are your feelings about the level of customer service provided in real estate?

Please list any additional skills, you believe may be advantageous to your application

What is the longest period you have been employed by any one employer?

What do you think are your greatest career achievements so far?

Where do you see yourself in ten years from now? What are your goals?

Why does a career in the real estate industry appeal to you?

If your application is successful, when would you be available to commence work?

How do you spend your spare time? What hobbies or interests do you have?

Do you own or are buying your own home? YES/NO

Do you enjoy being a part of a team or do you prefer working independently?

Signature

Date