

# **APPLICATION FOR EMPLOYMENT WITH COMMERCIAL PROPERTY GROUP**

(Please print your answers)

This application form is to be completed as accurately as possible and in the applicant's own handwriting. If the applicant cannot read English, a competent interpreter should translate the application. Please note that an understanding of English is required to perform duties applied for.

APPLICANTS MUST ACCEPT THAT NO GUARANTEE OF EMPLOYMENT IS GIVEN BY THE COMPLETION OF THIS FORM

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## ***Position Sought***

Position Applied For: \_\_\_\_\_

Are You Seeking:

- Full-Time Employment
- Part-Time Employment – Preferred Number of Hours per Week: \_\_\_\_\_
- Casual Employment – Preferred Number of Hours per Week: \_\_\_\_\_

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## ***Personal Details***

Surname: \_\_\_\_\_ Giver Name(s): \_\_\_\_\_

Address (Residential): \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address (If Different From Above): \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) Telephone: \_\_\_\_\_ (mobile)

Do you hold a current NSW Drivers Licence?  Yes  No

Are you legally entitled to work in Australia?  Yes  No

Have you ever been convicted of a criminal offence in way related to this position?  Yes  No

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If applicable to the position, are you prepared to work?

Saturdays  Yes  No

Sundays  Yes  No

## ***Employment History***

Have you previously worked for this organization?  Yes  No

If yes, what position did you hold? \_\_\_\_\_

Period: From: \_\_\_\_\_ To: \_\_\_\_\_

### **Previous Employment (Beginning With Present or Most Recent):**

Date	Company	Location	Your Position

**Please provide name, address and contact phone numbers of three (3) referees who we may contact to provide information on your past/present employment:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### **Declaration By Applicant**

- I understand (a) That the answers to the foregoing are, to the best of my knowledge, true and correct in every instance.
- (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.
- (c) That any erroneous or false declaration made by me in this application may result in disciplinary action, including dismissal.
- (d) That a 3-month probation period will apply to this position.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Fax back to:**

Commercial Property Group – McHardy  
Fax No: (02) 9793 9091

Commercial Property Group – Bennett  
Fax No. 9546 3566