

## Employment Application.

The follow document is in compliance with the Property, Stock and Business Agents Act 2002 – Sections:

*Part 3 General conduct of licensees and registered persons –*

*Division 2 Business practices and supervision*

*32 Duty of licensee and person in charge to properly supervise business*

*Division 3 Employees*

*43 - Duty of Licensee not to employ certain persons.*

The information you provide will ascertain as to whether or not you are eligible for employment as outlined in the legislative requirements set by the Commissioner of the Office of Fair Trading.

You may be required to supply documentation to support the answers you provide i.e. Certificate of Registration/License etc.

You will be required to sign this Employment Application upon completion. If any of the answers you provide are misleading or false, your application will not be successful.

| Personal Information |  |        |        |
|----------------------|--|--------|--------|
| Name:                |  |        | D.O.B: |
| Address:             |  |        |        |
| Suburb:              |  | State: | P/C:   |
| TFN:                 |  |        |        |
| Banking Institution: |  | BSB:   | ACC#   |

| Previous Employment   |          |                |                    |
|---|----------|----------------|--------------------|
| <i>Please provide a copy of your CV and referee's to support the information below.</i> |          |                |                    |
| Name of Employer  | Position | Years Employed | Reason for leaving |
|   |          |                |                    |
|   |          |                |                    |
|   |          |                |                    |
|   |          |                |                    |

| Education   |                               |                |               |
|---|-------------------------------|----------------|---------------|
| <i>Please provide a copy of your CV and Statements/Certificates/Diploma's etc to support the information below.</i> |                               |                |               |
| Institution   | Title of Course/Qualification | Year's Studied | Year Finished |
|   |                               |                |               |
|   |                               |                |               |
|   |                               |                |               |
|   |                               |                |               |

| <b>License/COR Information</b>  |  |                    |             |
|---|--|--------------------|-------------|
| Please provide information of your various License/COR's  |  |                    |             |
| Type ie License/COR   | Category ie Real Estate, Buyer's Agent etc | License/COR Number | Expiry Date |
|   |  |                    |             |
|   |  |                    |             |
|   |  |                    |             |
|   |  |                    |             |
| If you intend to offer your services as an Auctioneer, do you hold the Auctioneer's Accreditation qualification? (please circle) Yes No   |  |                    |             |
| <i>Please note that the details you provide here will be checked against the Office of Fair Trading's Agent Database. You are required to provide copies of each of the License/COR's you have stated above as well as Certificates or Statements of Attainment that satisfy the educational requirements for each License/COR.</i> |  |                    |             |
| Have you attached the required documentation? (please circle) Yes No  |  |                    |             |

| <b>Disclaimer</b>   |
|---|
| <p>In providing a valid and current License/COR you are stating that under the Property, Stock and Business Agents Act 2002 that you have satisfied the Office of Fair Trading's requirements for:</p> <p><b>Part 2 Licenses and certificate of registration</b></p> <p>Division 1 Requirement for License or certificate of registration<br/>           8 Agents required to be licensed<br/>           12 Production of License or certificate of registration</p> <p>Division 2 Eligibility, qualifications and disqualification<br/>           14 Eligibility for License or certificate of registration<br/>           15 Qualifications for License or certificate of registration<br/>           16 Disqualified persons ie. Previously have not been disqualified</p> <p>Division 3 Application and issue procedure<br/>           21 Special condition requiring auctioneers to be accredited (if applicable).</p> <p>Print Name: _____ Signature: _____</p> <p style="text-align: right;">Date: _____</p> |

Note that this example only provides for compliance with the PSBA Act 2002 and is only a foundation for a more extensive Induction Profile. There may be other legislative or legal regulations you may have to add, including if applicable franchise responsibilities, agency conduct regulations etc.