



We Speak Your Language
People In Property
 Recruitment Group (WA) Pty Ltd



Thank you for selecting People In Property Recruitment Group (WA) Pty Ltd to assist you in your career advancement.

The following are the conditions of your registration with People In Property Recruitment Group (WA) Pty Ltd. You should read these conditions carefully to ensure that you understand your obligations to us. If you do not understand any condition, or if you have any questions in relation to these conditions, please discuss these with us prior to the commencement of your interview.

<i>Name:</i>		<i>Address:</i>	
<i>Surname:</i>		<i>Suburb:</i>	<i>Postcode:</i>
<i>Birth Date:</i>		<i>Home Tel:</i>	
<i>Work Tel:</i>		<i>Mobile:</i>	
<i>Email 1:</i>		<i>Email 2:</i>	
<i>Emergency Contact Name & No's:</i>		<i>1:</i>	
		<i>2:</i>	
<i>What Is Your Current Position?</i>			
<i>What Is Your Current Base Gross Annual Salary?</i>		<i>Gross: \$</i> <i>(Pre Tax & Super)</i>	<i>Super:</i>
<i>Allowance Per Annum:</i>	<i>Car: \$</i>	<i>T/phone: \$</i>	
<i>Allowance Per Annum:</i>	<i>Laptop: \$</i>	<i>Bonus: \$</i>	
<i>What New Position Do You Require?</i>			
<i>What Salary Breakdown Are You Seeking?</i> <i>(Include All Allowances)</i>		<i>Gross: \$</i> <i>(Pre Tax & Super)</i>	<i>Super:</i>
<i>Allowance Per Annum:</i>	<i>Car: \$</i>	<i>T/phone: \$</i>	
<i>Allowance Per Annum:</i>	<i>Laptop: \$</i>	<i>Bonus: \$</i>	
<i>What Hours Of Work Are You Seeking?</i>	<input type="checkbox"/> <i>Full-Time</i> <input type="checkbox"/> <i>Part-Time</i> <input type="checkbox"/> <i>Temporary</i>		
<i>Are You Able To Undertake Temporary Work Whilst We Seek a Permanent Full-Time Position?</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>		
<i>Do You Have A Current Driving Licence?</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>		
<i>Do You Have Your Own Vehicle?</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>		
<i>When Are You Able To Commence A New Position?</i>	<input type="checkbox"/> <i>Immediately</i> <i>How Many Weeks Notice Is Needed:</i> <i>OR Available Start Date:</i>		
<i>Do You Have Any Holidays Booked Within The Next 6 Months?</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> <i>Dates: From:</i> <i>To:</i>		

I, the applicant, acknowledge and agree as follows:

- (a) That I am legally entitled to seek work in Australia;
- (b) That the contents of my resumé are true and correct;
- (c) That my resumé and any other material I have provided, may be forwarded by People In Property Recruitment Group (WA) Pty Ltd to any potential employer;
- (d) **Note:** Your details will **NOT** be forwarded to any potential employer without first gaining your permission.
- (e) That, if required, I will obtain at my own cost, and provide either to People In Property Recruitment Group (WA) Pty Ltd or a potential employer, a current police clearance statement;
- (f) That, People In Property Recruitment Group (WA) Pty Ltd may contact any nominated referee or past employer to verify any aspect of the contents of my resume.
- (g) That, if required, I will submit to a medical examination by a doctor nominated by People In Property Recruitment Group (WA) Pty Ltd or a potential employer;
- (h) That if any potential employer, or related party, to whom I am referred by People In Property Recruitment Group (WA) Pty Ltd, contacts me either directly or indirectly within a period of one year from the date of People In Property Recruitment Group (WA) Pty Ltd referral, then I will immediately notify People In Property Recruitment Group (WA) Pty Ltd, furthermore, should I approach an employer or related party to whom I have been referred by People In Property Recruitment Group (WA) Pty Ltd, either directly or indirectly within a period of one year from the date of People In Property Recruitment Group (WA) Pty Ltd referral, that I will disclose to People In Property Recruitment Group (WA) Pty Ltd that approach.
- (i) That I will indemnify People In Property Recruitment Group (WA) Pty Ltd against any actions, suits, proceedings, accounts, costs, claims and demands of every description or nature arising from any false or misleading statement, act or omission by me in relation to gaining through People In Property Recruitment Group (WA) Pty Ltd a position of employment with a potential employer;
- (j) That People In Property Recruitment Group (WA) Pty Ltd do not warrant or guarantee the financial status or viability of any potential employer to whom I may be referred by People In Property Recruitment Group (WA) Pty Ltd;
- (k) That registering with People In Property Recruitment Group (WA) Pty Ltd does not create or constitute in any way a relationship of employment.

How Did You Hear of People In Property Recruitment Group (WA) Pty Ltd?
(formerly Julie Della Personnel 1998 – 2002)

☐ Referred ☐ Yellow Pages ☐ Previous Client ☐ Internet ☐ Seek.com ☐ CareerOne ☐ Other

1. Statement Of Accuracy – I confirm that all of the information on the Registration Form and details in my resumé are true and accurate. I also confirm that any copies of Reference's, Certificate's, Diploma's, and Degree's or relevant License's are genuine.

Please Select: If "NO", please explain why:

2. Reference Authorisation – I hereby authorise People In Property Recruitment Group (WA) Pty Ltd to contact three (3) authorised representatives of companies where I was previously employed, and to request and receive information relating to my previous employment. **An authorised representative needs to be someone that you reported to directly.** I also authorise People In Property Recruitment Group (WA) Pty Ltd to request and receive information relating to my present employment history following my notice of resignation.

Please Select: If "NO", please explain why:

EMAIL ADDRESSES ARE VERY IMPORTANT AS WE SEND FORMS TO BE COMPLETED

Referee Name:	
Company (at which you worked together):	
Relationship to you: (eg. Manager)	
Telephone/mobile number:	
Email address:	

Referee Name:	
Company (at which you worked together):	
Relationship to you: (eg. Manager)	
Telephone/mobile number:	
Email address:	

Referee Name:	
Company (at which you worked together):	
Relationship to you: (eg. Manager)	
Telephone/mobile number:	
Email address:	

3. Eligibility to Work – Are you eligible to work permanently in Australia?

Please Select: If "NO", please explain why:

Are you on a working Visa? **Please Select:**

If "YES", please enter your passport number:

Country of issue:

Please list your full name as it appears on your passport:

Please give details of Visa:

4. Criminal Convictions – **Please note** – A criminal record does NOT automatically disqualify an applicant. If it is considered your criminal record is relevant to the job, you will be given an opportunity to discuss the matter fully before a final decision is made. Have you ever been convicted of a criminal offence as an adult? (Disclosure of spent convictions or minor traffic infringements are not required).

Please Select: If "YES", please give details:

5. Bankruptcy – **Please note** that bankruptcy is NOT a barrier to employment. If it is considered your bankruptcy record is relevant to the job, you will be given an opportunity to discuss the matter fully before a final decision is made. Have you ever been bankrupt?

Please Select: If "YES", please give details:

6. I understand that it is a condition of temporary employment with People In Property Recruitment Group (WA) Pty Ltd to maintain one of the vehicle insurance policies listed below, should I be employed as a People In Property Recruitment Group (WA) Pty Ltd Temporary Employee:

- (a) Comprehensive Vehicle Insurance - **Please Select:** ☐
- (b) Third Party Property Damage Vehicle Insurance – **Please Select:** ☐

7. Occupational Health, Safety & Welfare

Please note that a disability or injury is NOT a barrier to the consideration of employment

- (a) Do you have a disability or health problem likely to affect your work performance?

Please Select: If "YES", please give details:

- (b) Have you ever had a work related accident resulting in a Workers Compensation Claim?

Please Select: If "YES", please give details:

8. Contractual Arrangement between People In Property Recruitment and the applicant/employee in regards to temporary employment.

The applicant/employee is to notify People In Property Recruitment Group (WA) Pty Ltd of any changes in:

- (a) Workers duties;
- (b) Transfer to other work sites or positions; any aspect of the workplace that may result in the applicant/employee being exposed to hazards that People In Property Recruitment Group (WA) Pty Ltd are unaware of.

9. As an applicant/employee of People In Property Recruitment Group (WA) Pty Ltd, it is the duty of our client (The Client) to provide our applicant/employee with an appropriate site-specific induction that includes any information, instruction and training required to enable our applicant/employee to perform their duties safely

- (a) Emergency Procedures
- (i) Evacuation procedures;
- (ii) Provision of first aid facilities (including first aid personnel).
- (b) Workplace Amenities & Facilities (including toilets)
- (c) Client (The Client) duty to provide our applicant/employee with a safe workplace.

10. Client (The Client) to ensure induction process is provided by a competent person and is documented.

11. Client (The Client) has a duty to provide applicant/employee with appropriate supervision.

12. The applicant/employee to notify People In Property Recruitment Group (WA) Pty Ltd immediately of any injuries.

13. It is the duty of People In Property Recruitment Group (WA) Pty Ltd and the "The Client" to notify WorkSafe if the applicant/employee suffers a reportable injury.

14. The applicant/employee must at all times wear suitable clothing and footwear – closed shoes, slip resistant soles.

15. I confirm that I am aware that the possession, consumption, distribution, sale, or under the influence of alcohol or performance impairment drugs is strictly prohibited on any of People In Property Recruitment Group (WA) Pty Ltd client sites.

I declare the above statements to be true and accurate in all respects. I understand that any statement which is found to be false or deliberately misleading will make me, if employed, liable for instant dismissal and People In Property Recruitment Group (WA) Pty Ltd is in no way responsible for any inaccuracy or misleading information on this form. I also acknowledge that failure to disclose a pre-existing or past medical condition may affect future compensation claims.

I confirm that I give People In Property Recruitment Group (WA) Pty Ltd permission to send this copy of this registration form, together with my resumé or curriculum vitae, written references, test results (if applicable), Degree's, Diplomas and relevant Licenses to a company when presenting my credentials for consideration for a permanent or temporary position. I also confirm that I have received/retained a signed copy of this document.

NOTE: People In Property Recruitment Group (WA) Pty Ltd will **NOT** disclose your confidential details without your express permission.

I will notify People In Property Recruitment Group (WA) Pty Ltd if any of the above details change from the date signed below whilst I am an active candidate of People In Property Recruitment Group (WA) Pty Ltd seeking permanent or temporary work, or as a temporary employee of People In Property Recruitment Group (WA) Pty Ltd.

Full Name:

Date: