

# CAREER APPLICATION



Your People For Property

STRICTLY CONFIDENTIAL (YOU MAY DECLINE ANSWERING ANY QUESTION IF YOU WISH)

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ (mobile) \_\_\_\_\_

What level did you attain at school? \_\_\_\_\_

What courses or education have you done since leaving school?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What certificates, diplomas etc have you achieved?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What hobbies or recreations do you have?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What clubs, associations and organisations do you belong to?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What special skills do you have?

\_\_\_\_\_

\_\_\_\_\_

Please list you work experience (with the most recent at the top):

Place of work	Position	Start	Finish	Income	Reason for leaving
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which position did you like best and why?

\_\_\_\_\_

\_\_\_\_\_

Why did you leave that position?

\_\_\_\_\_

What are your goals?

Short Term:

Long Term:

What do you consider to be you 3 most significant achievements to date?

1.

2.

3.

Are you able to be flexible with your work hours?

What books have you read in the last year?

Are you a happy person?

What makes you happy?

Please describe your state of health:

Do you have any injury or medical condition which the tasks of this position may aggravate?

Do you smoke?

Yes / No

Do you drink alcohol?

Yes / No

What classes of driver's license do you have (**please photocopy your current drivers license**)?

What endorsements are currently recorded on your license?

Please list the contact details of 3 people who'd be prepared to provide a reference for you:

Name

Address

Phone

1.

2.

3.

What other relevant matters should we know?

I declare that the information I have provided in this application is true, correct and complete.

Your signature:

Date:

**THANK YOU - YOUR ANSWERS WILL BE TREATED IN THE STRICTEST CONFIDENCE**

Send to [office@coxpartners.co.nz](mailto:office@coxpartners.co.nz) or Cox Partners, 259 Emerson Street, Napier, phone (06) 835-4321

Your age, gender, marital situation or ethnicity are not matters we consider in determining your suitability for this position.