



Candidate Registration Form

About You:

Name: _____

Address: _____

Postal Address: _____

Telephone: () _____ Fax: () _____ Mobile: () _____

A Little More Specific About You:

Do you have a current and up to date resume? Yes No

Please list your computer skills eg MS Word, MYOB: _____

Do you hold a current Agents Representative Certificate? Yes No

In process of obtaining Expected date of completion ___ / ___ / ____

Are you a Licensed Estate Agent? Yes No If yes, please provide your Licence Number _____

Do you have a current Police Check? Yes No

Which area of real estate are you interested in?

(You may tick more than one area of interest)

Reception

Property Management Administration

Property Management

Business Development – Property Management

Trust Accounting

General Bookkeeping

Sales

Sales Administration

Sales PA

Office Management

Which locality are you looking to work in?

(You may tick more than one locality)

Inner East Suburbs (Caulfield, Malvern, South Yarra)

CBD

Inner City Suburbs (Carlton, East Melbourne, Southbank, St Kilda Rd)

Inner West Suburbs (Flemington, Yarraville, Williamstown)

Inner North Suburbs (Northcote, Kew)

Inner Bayside Suburbs (Elwood, Port Melbourne)

Outer Bayside (Mentone, Cheltenham, Hampton, Carrum)

Outer Eastern Suburbs (Glen Waverley, Mt Waverley, Ashburton, Balwyn)

Outer Western Suburbs (Point Cook, Altona Meadows)

Outer Northern Suburbs (Eltham, Greensborough)

Thank you for taking the time to fill out this Registration Form. Below is our Privacy Statement – please take a moment to read it. We take this opportunity to wish you best of luck in your job search!



Privacy Statement

This Privacy Statement applies to the services offered by Property Profile Group as well as to Property Profile Group website. Property Profile Group is committed to safeguarding all personal information collected from job applications in the course of a direct vacancy submission, consideration against other available contract or permanent opportunities and that of our contractor's and individuals to whom we have assisted in obtaining permanent employment.

The organisation and type of business

Property Profile Group is a group of real estate companies specialising in real estate and property.

Our Consultant Company

Modicom Total HRM is the appointed Consultant for recruitment services provided by Property Profile Group.

Collation of personal information

Property Profile Group collects candidate information in a variety of ways including; completion of an evaluation form at interview with a consultant, through print media, employment websites and the Property Profile Group website (www.propertyprofile.com.au) and Modicom Total HRM website (www.modicom.com.au). The information collected is entered onto our recruitment management system and can only be accessed by Property Profile Group employees, members, or appointed Consultant for the purpose of matching candidates to current roles.

Type of information collected

Property Profile Group only collects information which we perceive to be relevant in assisting candidates in their job search. This may include information such as the following, name, address, e-mail address, telephone number, relevant qualification(s), work history and skills.

Distributing & sharing personal information

Property Profile Group is committed to protecting the privacy of our candidates and participating members and will ensure that information submitted to us is used only for the purposes as previously agreed to. Management of Property Profile Group is committed to the Act and to ensuring we meet all standards required. Personal information provided to Property Profile Group by candidates is used solely for the purpose of candidate career advancement. Prior to any candidate information being forwarded to members of the group, permission is sought directly from the candidate. Once registered as a candidate with Property Profile Group, we may email or mail relevant information in relation to assisting candidates in their job search to all members of the group.

Opting out

Property Profile Group also provides candidates with the opportunity to opt out of these types of communications. If a candidate chooses to receive communications of this type at the time of registration, but later decides they no longer want to receive them, they can simply contact the Property Profile Group office and request to be removed from the circulation database.

Security measures

Property Profile Group employs strict security procedures and firewalls to ensure the integrity and security of any personal information that we hold. Only those with an authorised requirement have access to candidate and contractor information. In addition, our recruitment database can only be accessed through individual password systems.

Sensitive information

Property Profile Group will not request that you disclose sensitive personal information unless it is necessary for the express purpose of commencing a contract role or permanent employment. Some sensitive information may be required for employment purposes for roles within real estate sector ie, police record checks. In such situations, refusal to provide appropriate access may prevent a candidate from being considered for such roles. This is because it may be a condition of employment that sensitive information be obtained prior to commencement.

Please note that all information deemed to be of a sensitive nature is presented to the members upon submission.

Personal, sensitive information means:

1. Information or an opinion about an individual's
 - Racial or ethnic origin
 - Political opinions
 - Membership of a political association
 - Religious beliefs or affiliations
 - Philosophical beliefs
 - Membership of a professional or trade association
 - Membership of a trade union
 - Sexual preferences or practices
 - Criminal record
- or
2. Health information about an individual

Our website

When you visit our website, we make a record of your visit for statistical purposes only. We do not record your IP address. The information reported on is the users server address, top level domain name, the date and time of visit, the pages accessed and documents downloaded, the referring site, type of browser. No attempt will be made to identify users or their browsing activities, except where required by law enforcement agencies when they exercise a warrant to inspect logs.

Other sites

Property Profile Group may provide links from our website to sites that may be of interest to all of our audiences, or sites that we may receive a fee for click-through traffic. We take all care, but no responsibility for the conduct of any company or organisation, which may by URL, be linked to our website.

Accessing candidate information

In the event that a candidate would like to request access to their file on our recruitment database, they are welcome to contact our Appointed Recruitment Consultant on 039509 8244. 48 hours notice should be provided of the intention to view the file. A \$50.00 administration fee will apply. An appointment will be coordinated with the Appointed Recruitment Consultant who will take the candidate through their file and all details.

Updating candidate information

On viewing their file, should a candidate wish to change, delete or update any details, they are welcome to sit in on a second interview with our Recruitment Consultant and together re-assess the skills and details documented.

Privacy commitment changes

Should Property Profile Group update their privacy policy we will post those changes on our website www.propertyprofile.com.au