

## Rental Sales for our busy Lisburn Road Office

The key responsibilities and criteria include but are not limited to the following:

- Minimum 2 Years Experience
- Liaise with both Tenants and Landlords in relation to viewings and follow-ups.
- Register rental property details onto an in-house software system.
- Ensure full and complete records are kept both in relation to the Tenant and Landlord.
- Ability to work in an extremely busy office, as an individual and within a team environment.
- Excellent organisation and time management skills
- A clean UK driving license is essential

Please complete the application form and monitoring form below and return to [catherinesmith@templetonrobinson.com](mailto:catherinesmith@templetonrobinson.com)



# Application for Employment

**PRIVATE AND CONFIDENTIAL**

**Please complete in BLOCK CAPITALS**

Job Reference Number:  Applicant Reference Number:

Position applied for:

How did you hear of this vacancy? (include date) \_\_\_\_\_

### A. PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number (including STD Code)
	Home:
	Mobile:
	Business: (Tick box if you do not want to be contacted at work). <input type="checkbox"/>
e-mail address:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.
N.I. Number:	Do you have the right to work in the United Kingdom? <span style="float: right;">Yes/No</span>

### B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		



**D. SUPPLEMENTARY INFORMATION**

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

Please give dates of any holidays arranged:

Are you currently subject to any contractual "restraints of trade" clauses? Yes / No

If Yes, please give further information:

Do you have any commitments which might limit your working hours? Yes / No

If Yes, please give details:

Are you willing to work overtime and weekends when required? Yes / No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Legislation). Yes / No

If Yes, please give further information:

Salary Range Expected:

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes / No

If Yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:

Number of days sickness in the last 12 month period?

**E. REFERENCES**

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number

**DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**INTERVIEW RECORD**

Interviewed by:	Date:
Comments/Areas to Examine:	
Decision:	Reject <input type="checkbox"/> Further Interview <input type="checkbox"/> Accept <input type="checkbox"/>
(Tick as applicable)	
Interviewer's report and reasons for decision:	
Rejection letter sent: Yes / No	

**APPOINTMENT RECORD (To be completed where there has been an offer of employment).**

<b>CONDITIONAL OFFER LETTER</b> Date sent: Response: Acceptance/Refusal/No reply	<b>REQUESTS FOR REFERENCES</b> Date sent: Response: Good/Satisfactory/No Reply/Suspect/Unsuitable
<b>MEDICAL/MEDICAL REPORT</b> Date sent: Response: Good/Satisfactory/Suspect/Unsuitable	<b>RIGHT TO WORK IN U.K.</b> Appropriate documentary evidence checked.
Starting Date:                      Grade: Starting Salary:	Job Title: Personnel/Clock Number:

We are an equal opportunity employer. Please fill in the attached monitoring form.

# Statement of Community Affiliation

Applicant Reference Number .....

The section below asks you to provide information on your community affiliation and gender. We wish to explain why.

We are fair employers. We practice equality of opportunity in employment. We do not discriminate on the grounds of religious belief, gender, political opinion or on any other grounds whatsoever. Most important of all we operate the merit principle, i.e. we select the best person for the job, or promotion/training opportunity.

We wish to show that we are fair employers. We wish to demonstrate - clearly and openly - our commitment to equality of opportunity in employment. We are also now required by law to submit an annual report to the Equality Commission.

To do so we need to monitor the community affiliation and gender of our employees and job applicants and so we are asking you to assist us to do so by indicating which community you belong to and your gender.

This sheet will be held separately by the Organisation and the information on it will NOT be available to staff carrying out recruitment for the position(s) in hand.

- 1. Please indicate which community you belong to by ringing the appropriate answer below:  
Protestant                      Roman Catholic                      Neither Protestant nor Roman Catholic
- 2. Please indicate your gender by ringing as appropriate:                      Male      Female

**All information that you supply will be treated in the strictest confidence and protected from misuse.**

**It will be used for the purpose of monitoring our Equal Opportunity Policy and the completion of our annual return to the Equality Commission. Please note that it is a criminal offence to supply false or misleading information for monitoring purposes.**

**When you have completed this statement please put it in the envelope provided and return it with your application form. Please DO NOT put your name anywhere on this form.**

Thank you for your co-operation.