



CAREER APPLICATION FORM

All positions available at Red Flag Systems are an integral part of the success and smooth operations of the business. Our goal is to put you in a position that keeps you challenged, is fulfilling, has you engaged and helps you achieve your career goals. Please complete the following application with total honesty. There are no right or wrong answers; we just want to ensure we are a right fit for you, and you for us.



Name:	
Address:	
Email:	
Phone:	
Date:	
Position Applied for:	

YOUR BUSINESS/CAREER EXPERIENCE

Please start with your present or most recent position. Fill out a complete section of this form for every job where your job title has changed. At an appropriate time, we may ask you to arrange personal reference calls with employer/supervisors you've had. You are not required to provide any information that is prohibited by law.

Business Experience A			
Business Name:			
Address:			
Type of Business:			
Job Title/Position:			
Employment Dates	From (MM/YY)		To: (MM/YY)
No. of Direct Reports			
Starting Salary:	(Include base & bonus) \$		
Final Salary	(Include base & bonus) \$		
Name of Supervisor:			
What is your best guess as to how this supervisor would rate your overall performance?	<input type="checkbox"/> Excellent	If rating it impossible, please explain:	
	<input type="checkbox"/> Very Good		
	<input type="checkbox"/> Good		
	<input type="checkbox"/> Fair		
	<input type="checkbox"/> Poor		
	<input type="checkbox"/> Impossible to Rate		
What do/did you like most about your position?			
What do/did you like least about your position?			
If you are leaving or have left the company, indicate your motivation to leave:	<input type="checkbox"/> 100% my decision	If motivation was other, please explain:	
	<input type="checkbox"/> Mutual decision		
	<input type="checkbox"/> 100 % their decision		
	<input type="checkbox"/> Other		
Other comments you may have:			

Business Experience B			
Business Name:			
Address:			
Type of Business:			
Job Title/Position:			
Employment Dates	From (MM/YY)		To: (MM/YY)
No. of Direct Reports			
Starting Salary:	(Include base & bonus) \$		
Final Salary	(Include base & bonus) \$		
Name of Supervisor:			
What is your best guess as to how this supervisor	<input type="checkbox"/> Excellent	If rating it impossible, please explain:	
	<input type="checkbox"/> Very Good		

would rate your overall performance?	<input type="checkbox"/> Good	
	<input type="checkbox"/> Fair	
	<input type="checkbox"/> Poor	
	<input type="checkbox"/> Impossible to Rate	
What do/did you like most about your position?		
What do/did you like least about your position?		
If you are leaving or have left the company, indicate your motivation to leave:	<input type="checkbox"/> 100% my decision	If motivation was other, please explain:
	<input type="checkbox"/> Mutual decision	
	<input type="checkbox"/> 100 % their decision	
	<input type="checkbox"/> Other	
Other comments you may have:		

Business Experience C			
Business Name:			
Address:			
Type of Business:			
Job Title/Position:			
Employment Dates	From (MM/YY)		To: (MM/YY)
No. of Direct Reports			
Starting Salary:	(Include base & bonus)	\$	
Final Salary	(Include base & bonus)	\$	
Name of Supervisor:			
What is your best guess as to how this supervisor would rate your overall performance?	<input type="checkbox"/> Excellent	If rating it impossible, please explain:	
	<input type="checkbox"/> Very Good		
	<input type="checkbox"/> Good		
	<input type="checkbox"/> Fair		
	<input type="checkbox"/> Poor		
	<input type="checkbox"/> Impossible to Rate		
What do/did you like most about your position?			
What do/did you like least about your position?			
If you are leaving or have left the company, indicate your motivation to leave:	<input type="checkbox"/> 100% my decision	If motivation was other, please explain:	
	<input type="checkbox"/> Mutual decision		
	<input type="checkbox"/> 100 % their decision		
	<input type="checkbox"/> Other		
Other comments you may have:			

YOUR EDUCATION

High School	
Name of School:	
Level Completed:	
Tertiary Education	
Name of Institution:	
Qualification:	
Name of Institution:	
Qualification:	
Name of Institution:	
Qualification:	
Name of Institution:	
Qualification:	

YOUR SKILLS

What formal skills and experience would you bring to your position at Red Flag Systems?

Skills/Experience	Comments
Sales:	
Management:	
Administration:	
Accounting:	
Communication:	
IT Skills:	

YOUR PROFESSIONAL DEVELOPMENT

Tell us about the training you have undertaken in the past 12 months that have improved your value or worth to your career?

Area	Comments
Books you have read/listened to:	

Seminars, workshops, or conferences you have attended:	
Computer or software training you have undertaken:	
Membership in professional or job relevant organisations:	

YOUR INITIATIVE

Tell us about ideas that you have successfully implemented into the organisations you have worked for where you have...

Area	Comments
Improved the customer experience:	
Improved the smooth running and efficiency of administration systems:	
Improved the quality of the service or product:	
Reduced the operating expenses:	

YOUR WORK SKILLS

In the table below, please give a personal rating between 1 and 5 of where you think your attitude lies. Just circle the most appropriate number.

Attribute	Rating		
Organisation	I live life moment by moment.	1...2...3...4...5	I plan every hour of my day.
Time Management	I never have enough time to do the things I have to or want to.	1...2...3...4...5	I always make time for work, rest, and play.
Handling Pressure	I often feel out of control.	1...2...3...4...5	I never let anything get to me.
Career Attitude	I work so I can make money to enjoy life outside work.	1...2...3...4...5	Money is not the most important aspect. It is an extra bonus for the fun and challenge I get from my career.

Handling feedback and possible confrontation	I don't seek out regular evaluation and /or feed-back. I avoid confrontation.	1...2...3...4...5	I couldn't work without regular feedback and confrontation is an opportunity to grow.
Attitude to sales	I dislike the idea of sales and salespeople.	1...2...3...4...5	Making sales excites me. I love the challenge.
Teamwork	I prefer to work by myself.	1...2...3...4...5	I work better in a team environment.
Productivity	I waste time, procrastinate, do the easy things first.	1...2...3...4...5	I make full use of every working hour with results-oriented projects.
Responsibility	I blame other people or justify if I make a mistake.	1...2...3...4...5	I take full responsibility for my mistakes.
Positivity	I share your problems and complaints with other team members, get involved in office gossip and I complain about the things that don't suit me.	1...2...3...4...5	I only discuss problems with people who are part of the solution and avoid gossip and small talk about other people.
Accountability	I blame other people for my success or failure.	1...2...3...4...5	I am fully accountable for the results that I produce in my life.

YOUR PROJECTS AND TASKS

These are the projects that happen regularly in the business. Depending on your role/position you will need a general understanding of some of the following. Please identify your honest likes and dislikes in all the following areas. Again, there are no right or wrong answers.

Area	Like	Dislike	Comments
Following systems	<input type="checkbox"/>	<input type="checkbox"/>	
Making phone calls to people you <i>don't</i> know	<input type="checkbox"/>	<input type="checkbox"/>	
Making phone calls to people you <i>do</i> know	<input type="checkbox"/>	<input type="checkbox"/>	
Returning phone messages	<input type="checkbox"/>	<input type="checkbox"/>	
Handling customer complaints on the phone	<input type="checkbox"/>	<input type="checkbox"/>	
Handling customer complaints in person	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting people you don't know	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting people you do know	<input type="checkbox"/>	<input type="checkbox"/>	
Sales on the phone	<input type="checkbox"/>	<input type="checkbox"/>	

Sales in person	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting targets and budgets	<input type="checkbox"/>	<input type="checkbox"/>	
Filling out reports	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking in front of a group of people	<input type="checkbox"/>	<input type="checkbox"/>	
Researching new information	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing with stock take and supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	
Running errands	<input type="checkbox"/>	<input type="checkbox"/>	
Driving for 45 -60 minutes during work hours	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing a smart business uniform	<input type="checkbox"/>	<input type="checkbox"/>	

YOU PERSONALLY

Tell us a bit about yourself: what you want your life to be like, what you like doing in your spare time. Again, there are no right or wrong answers.

Question	Answer
If you could have any career or job, what would you absolutely love to do?	
In the next 3-5 years, what career goals do you have?	
How much money would you need to live really comfortably?	
How old would you like to be when you retire from work?	
Where would you really like to live?	
Where would you like to go on holidays?	
What are the important things for you to have in your life on a regular basis?	
What was the last book that you read that you really enjoyed?	
What was the last movie that you read that you really enjoyed?	
What kind of music do you like?	

What hobbies/interests do you have?	
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Do you have any other things you would like to tell us about personally?

YOU PROFESSIONALLY

Tell us a bit about your professional self: what your achievements are, what your strong points or weaknesses are...

Question	Answer
I am happiest at work when...	
My greatest career satisfaction comes when...	
I am most proud of myself at work when...	
In which areas do you require improvement?	
I get angry/upset at work when...	
My frustrations at work are...	
The things that hinder my progress at work are...	
The emotion I find difficult to control at works is...	
In a group, I get most involved when...	
When I meet new people at work I am..	
When I am working by myself I am..	

Do you have any other things you would like to tell us about professionally?

THE FINER DETAILS

Have you ever been convicted or found guilty of an offence in Australia or overseas (not including traffic offences)? Yes No

Do you have any pending charges against you in Australia or overseas (not including traffic offences)? Yes No

Are you willing/able to work overtime or at weekends if ever required? Yes No

Do you have the legal right to work for an employer in Australia? Yes No

Would you be willing to arrange reference calls with supervisors you've had in the past few years, as one of the final steps to a final job offer? Yes No

I certify that the answers given in this Career Application Form are true, accurate and complete to the best of my knowledge. I authorise investigation into all comments and statements I have made on this Form as it may be necessary for reaching an employment decision. I understand that I may be asked to arrange reference calls with people I've worked for. In the event I am employed, I understand that any false or misleading information I knowingly provided in my Career Application Form or interview(s) may result in discharge and/or legal action. I understand that if employed by Red Flag Systems, I am required to abide by all rules and regulations of Red Flag Systems and any special agreements reached between the Red Flag Systems and me.

Signed: _____ Date: _____

Please email the completed Careers Application Form to info@redflagsystems.com.au

