

## APPLICATION FOR EMPLOYMENT

<b>A. DIRECTIONS</b>							
1. Complete form in own handwriting 2. Mark the appropriate block with an X 3. Certified copies of original certificates and other documents e.g. Transcripts must be submitted with this application 4. All questions must be answered in full							
<b>B. PARTICULARS OF POSITION APPLIED FOR</b>							
<b>Position</b>							
<b>Directorate/Department</b>							
<b>C. PERSONAL INFORMATION</b>							
<b>Surname</b>							
<b>First Name</b>							
<b>Date of Birth</b>							
<b>ID Number</b>							
<b>Race</b>	<b>African</b>	<b>White</b>	<b>Coloured</b>	<b>Indian</b>	<b>Gender</b>	<b>Female</b>	<b>Male</b>
<b>Divers License</b>							
<b>Do you have any Disability?</b>		<b>Yes</b>	<b>No</b>	<b>Are you a South African Citizen?</b>		<b>Yes</b>	<b>No</b>
<b>If no, what is your Nationality?</b>							
<b>Do you have a valid Work Permit?</b>		<b>Yes</b>	<b>No</b>	<b>Have you ever been convicted of a criminal offence or been dismissed from employment?</b>		<b>Yes</b>	<b>No</b>
<b>If yes please give details</b>							
<b>If your profession or occupation requires State or Official registration, provide date and particulars of registration</b>							

<b>D. HOW DO WE CONTACT YOU</b>						
<b>Preferred language for correspondence</b>						
<b>Cell Number (If any)</b>						
<b>Telephone Number</b>						
<b>Other means of contact</b>						
<b>Postal Address</b>			<b>Physical Address</b>			
<b>E. LANGUAGE PROFICIENCY: State "Good, Fair or Poor. Languages (Specified)</b>						
<b>Speak</b>						
<b>Read</b>						
<b>Write</b>						
<b>F. EDUCATION</b>						
<b>Name of School</b>						
<b>Academicals</b>		<b>Technical</b>		<b>Commercial</b>	<b>Highest Standard Passed</b>	<b>Year Obtained</b>
<i>Tertiary Education (Complete for each qualification you obtained)</i>						
<b>Name of Institution</b>			<b>Name of Qualification</b>			<b>Year Obtained</b>
<i>Major Courses</i>						
<b>Current Study (Institution and Year of Study)</b>						

<b>G. APPRENTICESHIP</b>							
<b>Trade Qualification in</b>						<b>Date</b>	
<b>Name of Company where Apprenticeship was Completed</b>							
<b>Trade</b>		<b>Passed</b>		<b>Did Not Write</b>		<b>Failed</b>	
<b>Test</b>							
<b>If Passed State</b>							
<b>H. WORK EXPERIENCE</b>							
<b>Name of Employer (Including current employer)</b>							
<b>Position Held</b>					<b>Period of Service (from/to)</b>		
<b>Reason for Leaving</b>							
<b>Name of Employer (Including current employer)</b>							
<b>Position Held</b>					<b>Period of Service (from/to)</b>		
<b>Reason for Leaving</b>							
<b>REFERENCE</b>							
<b>Name</b>			<b>Address</b>			<b>Telephone Number</b>	

**DECLARATION**

I, declare that the above particulars are, to the best of my knowledge, true and correct and understand and accept if I am appointed will be subjected to the provision of the Conditions of Service and the Policy of the Council and any other legislation, and submit that all personal documentation and certificates accompanying this application are true and have not been tampered with in any way.

Signature : \_\_\_\_\_

Date: \_\_\_\_\_