



**CONFIDENTIAL**

# APPLICATION FOR EMPLOYMENT

**N.B. PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS USING BLACK INK**

POSITION APPLIED FOR:												POSITION CODE: (Refer to advert)											
DIRECTORATE ADVERTISING POSITION												WHERE SEEN: (Please tick)											
TITLE												NOTICE		LOCAL PAPER									
INITIALS												NATIONAL PAPER											
FIRST NAMES																							
SURNAME																							
IDENTITY NUMBER												MUNICIPAL EMPLOYEE NO.											
HOME ADDRESS												POSTAL CODE											
POSTAL ADDRESS (IF DIFFERENT FROM HOME ADDRESS)												POSTAL CODE											
HOME TELEPHONE NUMBER						WORK TELEPHONE NUMBER						CELL NUMBER											
EMAIL ADDRESS/S												WORK:				HOME:							
<b>FOR ADMINISTRATIVE PURPOSES</b>												<b>FOR THE ADHERENCE TO THE EMPLOYMENT EQUITY REQUIREMENTS PLEASE INDICATE THE FOLLOWING BY TICKING THE APPROPRIATE BLOCK</b>											
<b>MARITAL STATUS</b>				<b>RACE</b>				<b>GENDER</b>				<b>DISABILITY</b>				<b>DRIVER'S LICENCE</b>							
SINGLE <input type="checkbox"/> SEPARATED <input type="checkbox"/>				AFRICAN <input type="checkbox"/> COLOURED <input type="checkbox"/>				MALE <input type="checkbox"/>				YES <input type="checkbox"/>				YES <input type="checkbox"/> NO <input type="checkbox"/>							
WIDOWED <input type="checkbox"/> MARRIED <input type="checkbox"/>				INDIAN <input type="checkbox"/> WHITE <input type="checkbox"/>				FEMALE <input type="checkbox"/>				If yes please specify:				CODE							
DIVORCED <input type="checkbox"/>																<input type="text"/> <input type="text"/> <input type="text"/>							
NUMBER OF CHILDREN <input type="text"/>																							
WHAT IS YOUR HIGHEST ACADEMIC QUALIFICATION OBTAINED?																							
SCHOOL STD COMPLETED				SUBJECTS PASSED																			
UNIVERSITY / TECHNIKON DEGREE / DIPLOMA OBTAINED (Please include major subjects)																							
TECHNICAL CERTIFICATE / DIPLOMA COMPLETED				N				MAJOR SUBJECTS PASSED															
LIST ALL COURSES / SUBJECTS / QUALIFICATIONS OBTAINED RELEVANT TO YOUR APPLICATION																							

**PLEASE NOTE THAT CERTIFIED COPIES OF ALL QUALIFICATIONS SHOULD ACCOMPANY THE APPLICATION, AS WELL AS AN ACADEMIC RECORD OF SUBJECTS PASSED. ORIGINAL COPIES WILL BE VERIFIED AT THE INTERVIEW, IF GRANTED. APPLICANTS ARE INVITED TO ATTACH THEIR CV/S IF AVAILABLE.**

HAVE YOU EVER BEEN EMPLOYED IN A SIMILAR OR RELEVANT POSITION FOR WHICH YOU ARE APPLYING? IF YES, PROVIDE DETAILS.

PRESENT ANNUAL SALARY:

PRESENT EMPLOYER:

REASON FOR APPLYING:

EITHER GIVE NAMES OF TWO PERSONS **OTHER THAN RELATIVES** (PREFERABLY PREVIOUS EMPLOYERS) TO WHICH REFERENCE MAY BE MADE OR ATTACH CERTIFIED COPIES OF NOT MORE THAN TWO RECENT TESTIMONIALS (PLEASE WRITE IN CAPITAL LETTERS)

NAME	NAME
ADDRESS	ADDRESS
TEL. NO.	TEL. NO.

I GIVE PERMISSION THAT THE REFEREES MENTIONED ABOVE MAY BE APPROACHED FOR INFORMATION. I FURTHER CERTIFY THAT ALL INFORMATION GIVEN BY ME IS TRUE AND ACCURATE. I REALISE THAT ANY MISSTATEMENTS/MISREPRESENTATIONS MADE HEREIN COULD RENDER ANY CONTRACT OF EMPLOYMENT CONCLUDED NULL AND VOID.

SIGNATURE: .....

DATE: .....