

# application form external



## Section 1: Important details. Please complete (Block Letters)

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Vacancy requisition number: \_\_\_\_\_ Woolworths store applied at: \_\_\_\_\_

Which other Woolworths store(s) could you work in?: \_\_\_\_\_

## Section 2: Personal Details

Title: Mr  Mrs  Ms  Other: \_\_\_\_\_ First Names: \_\_\_\_\_

Surname: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Do you have a valid South African bar coded ID? Yes  No

ID / Permanent Residence Number: \_\_\_\_\_

Work Permit Number: \_\_\_\_\_ Nationality: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Is this your personal number? Yes  No

If no, please provide the name of the contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

When is the best time to contact you? Office hours  After hours  Other  (please specify time) \_\_\_\_\_

Do you have a valid driver's licence? Yes  No  \_\_\_\_\_

In accordance with Woolworths employment equity approach, preference will be given to candidates from designated groups.

Please provide the following details: Gender: Male  Female

Ethnic origin: White  Black: African  Coloured  Indian  Disability: Yes  No

**Note: A certified copy of your Identity Document must be attached to your application form.**

Should you fail to complete any of the required information, this application form may be viewed as invalid for the purpose of the application process.

### Section 3: Education and Training

Please provide details of any qualifications obtained, or courses attended, to support your application.

Name of Institution	Date		Name of qualification
	From	Until	

### Section 4: Referral

How did you find out about this job? \_\_\_\_\_

Were you referred to Woolworths? Yes  No  If yes, by whom? \_\_\_\_\_

Are you related to anyone who is employed by Woolworths? Yes  No

If yes, please indicate their Store / Department / Position: \_\_\_\_\_

Have you applied to Woolworths before? Yes  No

Have you been employed by Woolworths before? Yes  No  Or by a Woolworths franchise store? Yes  No

If yes, please indicate their Store / Department / Position: \_\_\_\_\_ When? \_\_\_\_\_

### Section 5: Employment History

Are you currently employed? Yes  No

If no, give reason: \_\_\_\_\_

Current & Previous Employers (Temporary & Permanent)	Position Held & Key Duties	Date		Basic salary & Benefits	Reason for leaving/moving
		From	Until		

## Section 6: Operational Requirements

Hours of availability .You would be required to work flexible hours, be available on weekends and sometimes until late at night.

Will you be able to meet these requirements? Yes  No

Any comments? \_\_\_\_\_

**Transport:** Are you able to travel between stores within your region when operationally required?

• **Day?** Yes  No  • **Night?** Yes  No  • **Own?** Yes  No  • **Public?** Yes  No

## Section 7: Contactable References (Not Relatives)

Please provide the following details for two individuals we can contact to obtain a reference:

1. Name and Surname: \_\_\_\_\_

Position / Job Title: \_\_\_\_\_ Company: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name and Surname: \_\_\_\_\_

Position / Job Title: \_\_\_\_\_ Company: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Section 8: Conditions of Employment

What is your notice period? \_\_\_\_\_

When can you start work? \_\_\_\_\_

Minimum acceptable salary package : \_\_\_\_\_ /month \_\_\_\_\_ /year

## Section 9: Applicant Permission and Indemnity

I \_\_\_\_\_ (Full name, surname)

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ID number:

Address: \_\_\_\_\_

Gender: Male  Female  Ethnic Origin: White  Black: African  Coloured  Indian

I hereby authorise Woolworths (Pty) Ltd. or the duly authorised agent, namely Lexisnexis Risk Management, to make my name, surname and identity number and / or fingerprints available to the South African Police Services, and the following Tertiary Education Institutions.

Qualification	Institution	Year	Student No

I furthermore authorise Woolworths (Pty) Ltd. or Lexisnexis Risk Management to conduct all background checks including but not limited to credit bureau searches, driver's licence, employment history, and any other relevant checks in the pre- or post-employment vetting process and where necessary to request the South African Police Services and / or Tertiary Education Institutions to furnish personal information regarding my criminal background, criminal history, previous convictions and / or any other relevant information such as is usually furnished by the Criminal Record Centre of the South African Police Service, and or Tertiary Education Institutions in this regard, to the duly authorised agent.

I furthermore unconditionally indemnify the South African Police Service, relevant Tertiary Education Institutions and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and relevant Tertiary Education Institutions, in disclosing the required information that:

- (a) the information is furnished solely for the purpose of my proposed employment; and
- (b) Woolworths (Pty) Ltd. / the duly authorised agent is responsible for verifying the accuracy, in every respect, of the information furnished by the South Africa Police Service.

Signed at \_\_\_\_\_ (place) this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of the applicant

As the enquiring agent of the company, I hereby state that I understand the provisions of the National Credit Act (34 of 2005), section 70(2)(g), and the Regulations made in terms of the Act, section 18(4) and (5).

Woolworths signatory: \_\_\_\_\_ Lexisnexis Risk Management USERNAME: \_\_\_\_\_

## Section 10: Disclosure, Declaration & Consent

### A. DISCLOSURE OF INFORMATION

Are there any other material facts, circumstances or information, which you believe might adversely impact upon your possible placement with the Company, that have not been conveyed to the Company? Yes  No

If the answer to the above is "Yes", you may be required to disclose, in con dence, any details to the Human Resources department / interviewer.

### B. DECLARATION

The applicant declares that:

1.1 You never were and still are not a party to, or threatened by, litigation for reasons that may relate to your capacity and / or suitability and / or competence to meet the job requirements or for reasons of any material nature.

1.2 You have never been found guilty of a common law offence or a statutory offence for reasons that may relate to your capacity to meet the job requirements or for any reasons of a material nature, other than that which had been placed on record at the time of the formal application for employment.

1.3 Your services have never been terminated by way of dismissal on the basis where the underlying reason for such termination was dishonesty or any breach of trust that may have arisen between any previous employer and yourself.

I hereby declare that all particulars and answers in the application, items 1- 9 inclusive, are true and that no applicable facts have been withheld. I agree that this application and declaration shall be the basis of any contract that may be entered into between the company and myself and that the withholding of any material information or failure to answer the questions honestly will constitute a breach of contract. Such a breach may result in the termination of my employment.

### C. CONSENT:

I hereby consent to the company making credit and other reference checks (including, but not limited to any checks that may be required to determine the correctness or otherwise of any response that I have provided in the application).

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Please note that the fax dial code for all regions is (021) as our server is based at our Head Office in Cape Town.

Please fax or e-mail your completed application form to the following addresses depending on which region you wish to work in:		
<b>Kwazulu-Natal</b> Fax: 021 4079873 E-mail: recruitment3@woolworths.co.za		<b>Gauteng Central, Free State &amp; Vaal Region</b> Fax: 021 4079872 E-mail: recruitment1@woolworths.co.za
<b>Eastern Cape</b> Fax: 021 4079870 E-mail: recruitmentEC@woolworths.co.za		<b>Gauteng North East</b> Fax: 021 4079875 E-mail: recruitment2@woolworths.co.za
Please fax or e-mail your completed application form to the following addresses depending on which stores you wish to apply for in the Western Cape:		
<b>Management Vacancies</b> Fax: 021 4079885 E-mail: recruitment4@woolworths.co.za	<b>New Store Openings</b> Fax: 021 4079886 E-mail: recruitment4projects@woolworths.co.za	<b>Westgate Mall, V&amp;A, Tableview, Constantia, Caversham, Greenpoint, Meadowridge, Milner Road</b> Fax: 021 4079944 E-mail: recruitmentwc01@woolworths.co.za
<b>Cavendish, Hout Bay, Longbeach Mall, Maynard Mall, Belvedere Road, Dean Street, Fish Hoek, Kloof Street</b> Fax: 021 4079945 E-mail: recruitmentwc02@woolworths.co.za	<b>Canal Walk, Kenilworth, Pinelands, Promenade, Gardens, Grassy Park, Hermanus</b> Fax: 021 4079946 E-mail: recruitmentwc03@woolworths.co.za	<b>Somerset West, Somerset Mall, Parow, Parklands, Waterstone, Westcoast, Stellenbosch, Stellenbosch Square</b> Fax: 021 4079947 E-mail: recruitmentwc04@woolworths.co.za
<b>Cape Gate, Paarl, Paarl Mall, Big Bay, Cobblewalk, Colloseum, Zevenwacht, Soneike</b> Fax: 021 4079948 E-mail: recruitmentwc05@woolworths.co.za	<b>Brackenfell, NI City, Willowbridge, Tygervalley, Durbanville, Glengarry, Paddocks, Panorama</b> Fax: 021 4079949 E-mail: recruitmentwc06@woolworths.co.za	<b>Blue Route, Piazza St. John, Vangate, Adderley Street, Old Bakery, Sea Point, Steenberg, De Luz</b> Fax: 021 4079950 E-mail: recruitmentwc07@woolworths.co.za