

APPLICATION FOR EMPLOYMENT



WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. **You need to fill in all sections of this form** completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal **information security and disciplinary code.**

6- **The applicant may submit additional information separately where the space provided is not sufficient.**

7- **Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.**

A. THE ADVERTISED POST (All sections of this form are compulsory)

| | |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Position for which you are applying (as advertised) | Department where the position was advertised |
| Reference number (as stated in the advert) | If you are offered the position, when can you start OR how much notice must you serve with your current employer? |

B. PERSONAL INFORMATION¹

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------|--------------|-----------------|--|--|---------------|----------------|--|--------------|---------------|--|--|------------------------------|--|--|--|--|--|--|--|--|--|--|
| Surname and Full names | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth | Identity Number | | | | | | | | | | | | | Passport ² number | | | | | | | | | | |
| | Race ³ | <i>African</i> | <i>White</i> | <i>Coloured</i> | | | <i>Indian</i> | | | <i>Other</i> | | | | | | | | | | | | | | |
| Gender ³ | | | | | | | | Female | | | Male | | | | | | | | | | | | | |
| Do you have a disability? | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Are you a South African citizen? | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| If no, what is your nationality? | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a valid work permit? (only if non-South African) | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁵ If yes (provide the details) | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Do you have any pending criminal case against you? If yes, (provide the details) ⁵ | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Have you ever been dismissed for misconduct from the Public Service? ⁴ If yes (provide the details) ⁶ | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Do you have any pending disciplinary case against you? If yes, (provide the details) | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Have you resigned from a recent job pending any disciplinary proceeding against you? ⁴ If yes, (please note that the provisions of the Public Service Act shall apply). | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Have you been discharged or retired from the Public Service on grounds of Ill-health or on condition that you cannot be re-employed? ⁴ | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ⁶ If yes, (provide the details) ⁶ | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| In the event that you are employed in the Public Service, will you immediately relinquish such business interests? | | | | | | | | Yes | | | No | | | | | | | | | | | | | |
| Please specify the total number of years of experience you have | | | | | | | | Private Sector | | | Public Sector | | | | | | | | | | | | | |
| If your profession or occupation requires official registration, provide date and particulars of registration | | | | | | | | Date | | | Reg. No | | | | | | | | | | | | | |

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.

| C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS | | | | |
|-------------------------------------------------|------|--------|-----|-----------|
| Preferred language for correspondence | | | | |
| Method for correspondence | Post | E-mail | Fax | Telephone |
| Contact details (in terms of the above) | | | | |

| D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state ‘good’, ‘fair’, or ‘poor’ | | | | |
|----------------------------------------------------------------------------------|---------------------|--|--|--|
| | Languages (specify) | | | |
| Speak | | | | |
| Write or read | | | | |

| E. FORMAL QUALIFICATION ⁷ (from highest to the lowest) | | |
|-------------------------------------------------------------------|--------------------------------|---------------|
| Name of School/Technical College | Name of qualification obtained | Year obtained |
| | | |
| | | |
| | | |
| Current study (institution and qualification): | | |

| F. WORK EXPERIENCE (Also attach a detailed CV) ⁶ | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------|-----------|------|----|----|----|--------------------|----|
| Employer (including current employer) | Post held | From | | To | | Reason for leaving | |
| | | MM | YY | MM | YY | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| If you were previously employed in the Public Service, is there any condition that prevents your re-appointment | | | | | | Yes | No |
| If yes, Provide the name of the previous employing department and indicate the nature of the condition. | | | | | | | |

| G. REFERENCES | | |
|---------------|---------------------|-------------------------|
| Name | Relationship to you | Tel. No. (office hours) |
| | | |
| | | |
| | | |

| DECLARATION | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed:</i> | |
| Signature: | Date: |