



## 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 INFORMATION<sup>1</sup>

|   |                |                              |                 |  |               |               |  |  |              |  |  |  |  |  |
|---|----------------|------------------------------|-----------------|--|---------------|---------------|--|--|--------------|--|--|--|--|--|
| Surname and Full names  |                |                              |                 |  |               |               |  |  |              |  |  |  |  |  |
| Date of Birth   | DD/MM/YY       | Identity Number              |                 |  |               |               |  |  |              |  |  |  |  |  |
|   |                | Passport <sup>2</sup> number |                 |  |               |               |  |  |              |  |  |  |  |  |
| Race <sup>3</sup>   | <b>African</b> | <b>White</b>                 | <b>Coloured</b> |  |               | <b>Indian</b> |  |  | <b>Other</b> |  |  |  |  |  |
| Gender <sup>3</sup>   |                |                              |                 |  |               | 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)? <sup>5</sup><br>If yes (provide the details)   |                | Yes                          |                 |  | No            |               |  |  |              |  |  |  |  |  |
| Do you have any pending criminal case against you?<br>If yes, (provide the details) <sup>5</sup>  |                | Yes                          |                 |  | No            |               |  |  |              |  |  |  |  |  |
| Have you ever been dismissed for misconduct from the Public Service? <sup>4</sup><br>If yes (provide the details) <sup>6</sup>  |                | Yes                          |                 |  | No            |               |  |  |              |  |  |  |  |  |
| Do you have any pending disciplinary case against you?<br>If yes, (provide the details)   |                | Yes                          |                 |  | No            |               |  |  |              |  |  |  |  |  |
| Have you resigned from a recent job pending any disciplinary proceeding against you? <sup>4</sup><br>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? <sup>4</sup>   |                | 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? <sup>6</sup> If yes, (provide the details) <sup>6</sup> |                | 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. | <b>C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS</b> |             |               |            |                  |
|   | Preferred language for correspondence                  |             |               |            |                  |
|   | Method for correspondence                              | <b>Post</b> | <b>E-mail</b> | <b>Fax</b> | <b>Telephone</b> |
|   | Contact details (in terms of the above)                |             |               |            |                  |

|   |                     |  |  |  |  |
|---|---------------------|--|--|--|--|
| <b>D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'</b> |                     |  |  |  |  |
|   | Languages (specify) |  |  |  |  |
| Speak   |                     |  |  |  |  |
| Write or read   |                     |  |  |  |  |

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

|   |           |      |    |    |    |                    |           |
|---|-----------|------|----|----|----|--------------------|-----------|
| <b>F. WORK EXPERIENCE (Also attach a detailed CV)<sup>6</sup></b>   |           |      |    |    |    |                    |           |
| 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 |           |      |    |    |    | <b>Yes</b>         | <b>No</b> |
| If yes, Provide the name of the previous employing department and indicate the nature of the condition.         |           |      |    |    |    |                    |           |

|                      |                     |                         |
|----------------------|---------------------|-------------------------|
| <b>G. REFERENCES</b> |                     |                         |
| Name                 | Relationship to you | Tel. No. (office hours) |
|                      |                     |                         |
|                      |                     |                         |

|  |              |
|--|--------------|
| <b>DECLARATION</b>   |              |
| <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> |              |
| <b>Signature:</b>  | <b>Date:</b> |