

## REPUBLIC OF SOUTH AFRICA

## **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. Since all applicants cannot be interviewed, you need to fill in 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** Applicants with substantial qualifications or work experience must attach a CV.

A. THE ADVERTISED POST	
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 <b>OR</b> how much notice must you serve with your current employer?

B. PERSONAL INF attached a CV with				
Surname				
First names				
Date of birth				
Identity number2				
Race <sup>3</sup>	African	White	Coloured	Indian
Gender <sup>3</sup>			Female	Male
Do you have a disabil	ity?³		Yes	No
Are you a South Africa	an citizen?		Yes	No
If no, what is your nat	ionality?			
And do you have a va	ılid work pe	ermit?	Yes	No
Have you been convicted of a criminal offence or been dismissed from employment? <sup>4</sup>		Yes	No	
If your profession or State or official regis and particulars of regi	tration, pro	n requires ovide date		

C. HOW DO WE CO	NTACT YOU			
Preferred language for correspondence?				
Telephone number du	ring office hour	s	( )	
Preferred method for correspondence	Post	E-mail		Fax
Correspondence contact details (in terms of above)				

		Languages (specify)								
Speak										
Read										
Vrite										
E. QUALI	FICATIONS <sup>5</sup> (p	olease ignor	e if you	have attacl	ned a C	V with	these d	etails)		
Name of	School/Technica	l College		Highest of	gualifica	ation obt	ained		Yea	ar obtained
		J		J						
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Name of institution			INAII	e or qu	aiiiicatio	n .		Year obtained		
Current stud	dy (institution and	d qualification	n):							
. WORK	EXPERIENCE	<sup>5</sup> (please igi	nore if y	you have at	ached	a CV w	ith thes	e details	5)	
Employ	er (including			Fre	From To		·o			
	employer)	Post	held	MM	YY	MM	YY	Rea	ason for leaving	
		and the state of D	ublic Se	ervice indica	ite whet	ther any	condi-	Yes	s	No
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Date:

Signature: