

G.P.S 81/971431

**APPLICATION FOR EMPLOYMENT**

Effective 01 January 2021

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|  |  | **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 | | | | | | | | | | | | | |
| **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. Y**ou need to fill in all sections of this form** completely, accurately and legibly. This will help to process your  application fairly. |  | | |  | | | | | | | | | | | | | |
| 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? | | | | | | | | | | | | | |
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| **WHO SHOULD COMPLETE THIS FORM** | **B. PERSONAL INFORMATION1** | | | | | | | | | | | | | | | | |
| Surname and Full names | |  | | | | | | | | | | | | | | |
| Only persons wishing to apply for an advertised position in a government department.  **ADDITIONAL INFORMATION** |  | | | | | | | | | | | | | | |
| Date of Birth | DD/MM/YY | **Identity Number** |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| **Passport2**  **number** |  |  |  |  |  | |  |  |  |  |  |  |  |  |
| Race**3** | ***African*** | ***White*** | ***Coloured*** | | | | | ***Indian*** | | | | ***Other*** | | | | |
| 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. |
| Gender**3** | | | | | | | | Female | | | | Male | | | | |
| Do you have a disability? | | | | | | | | Yes | | | | No | | | | |
| Are you a South African citizen? | | | | | | | | Yes | | | | No | | | | |
| **SPECIAL NOTES** | If no, what is your nationality? | | | | | | | |  | | | | | | | | |
| Do you have a valid work permit? (only if non-South African) | | | | | | | | Yes | | | | No | | | | |
| 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. | 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** | | | | | | | | Yes | | | | No | | | | |
| 2 – Passport number in the case of non- South Africans. | If yes (provide the details)**6** | | | | | | | |  | | | | | | | | |
|  | | | | | | | | Yes | | | | No | | | | |
| 1. – This information is required to enable the department to comply with the Employment Equity Act, 1998. 2. – 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.** | Do you have any pending disciplinary case against you? If yes, (provide the details) | | | | | | | |
|  | | | | | | | | |
| 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 your 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 | | | | |
| **6- The applicant may submit additional information separately where the space provided is not sufficient.** |  | | | | | | | |  | | | |  | | | | |
| In the event that you are employed in the Public Service, will you immediately relinquish such business interests? | | | | | | | | Yes | | | | No | | | | |
| **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.** | 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 | | | | |
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| 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) |  | | | | |

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

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| **E. FORMAL QUALIFICATION7 (from highest to the lowest)** | | |
| Name of School/Technical College | Name of qualification obtained | Year obtained |
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|  |  |  |
|  |  |  |
| Current study (institution and qualification): | | |

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| **F. WORK EXPERIENCE (Also attach a detailed CV)6** | | | | | | | |
| Employer (including current employer) | Post held | From | | To | | Reason for leaving | |
| MM | YY | MM | YY |
|  |  |  |  |  |  |  | |
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| 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. | | | |  | | | |

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| **G. REFERENCES** | | |
| Name | Relationship to you | Tel. No. (office hours) |
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| **DECLARATION** | |
| *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:* | |
| ***Signature:*** | ***Date:*** |