

# APPLICATION FOR APPOINTMENT

Post:		Department/Institute:	
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For purposes of the Employment Equity Act, please complete the information below:													
African:		Coloured:		Chinese:		Indian:		White:		Female:		Male:	
Disabled:		If yes, indicate nature of your disability:											
Title:		First Names:		Preferred Name:		Surname:							
Nationality:		For South African Citizens											
		Are you a South African by birth:			Yes	No	If you're a Naturalised SA citizen, please state year of Naturalisation:						
If you're an International (non-SA citizen) what permits do you hold?		Original date of issue:			ID/Passport Number:								
Contact Address:													
Office hours tel:				Cell Phone:									
Email:													
Present position held: <i>(Please state if unemployed)</i>				Reason for leaving:									

*Please note: if your contact details change before you have been informed of the status of your application, please inform the Recruitment & Selection Section at your earliest convenience.*

Please indicate good/fair/slight	Read	Write	Speak
Mother Tongue:			
2 <sup>nd</sup> Language:			
3 <sup>rd</sup> Language:			
4 <sup>th</sup> Language:			

*Referees should be individuals who are able to comment on your skills, knowledge and work behaviours relevant to the position for which you are applying. Please provide at least three referees. Please do not use the names of relatives. Ensure that these individuals have agreed to act as your referee and that the details provided below are COMPLETE, ACCURATE, and UP-TO-DATE. Referees will be contacted prior to any interviews being held and referees are asked to provide their reports by email.*

Referee's name and title	Relationship to you, the applicant	Telephone during office hours	Email address and/or fax number <i>(preferably email)</i>

<b>Notice period/When available to commence, if application successful:</b>		<b>Please give your present/most recent earnings, specifying any benefits and allowances received.</b>	
<b>Date form completed:</b>		<i>Type of earnings</i>	<i>Amount per annum</i>
<i>Please note that: Makhanda Circle of Unity reserves the right to check the accuracy of any information provided. Should it become apparent that information provided has been fabricated or deliberately altered, the applicant will forfeit their application. It is in your best interests to complete this form as thoroughly as possible; Your CV and letter of motivation must be included in your application but you should ensure that it contains no original documents; Photocopies of certificates received for your most recent formal education qualifications must be submitted and must be certified. Failure to include the correct documentation will jeopardise your application.</i>	<b>For Queries contact:</b> 046 603 7024	Basic Salary	
	<b>To Apply Please Send:</b>	Pension	
	<ol style="list-style-type: none"> <li>1) This Form</li> <li>2) A Letter of Motivation</li> <li>3) Your Curriculum Vitae</li> <li>4) All relevant certificates to:</li> </ol>	Medical Aid	
	<a href="mailto:programmedirector.makhanda@gmail.com">programmedirector.makhanda@gmail.com</a>	Bonus	
	<i>Please write the Job Title in the Subject Line of your email</i>	Other Allowances <i>(please specify)</i>	
		<b>Total Cost to Company</b>	

**Driver’s licence – if relevant to the position – please refer to the job profile**

*N.B. If you are shortlisted for this position, you will be required to bring your licence to your interview for verification.*

Do you have a valid and unendorsed code 08 (B or EB) driver’s licence?	n/a	YES	NO
Do you have a valid and unendorsed Code 10 (C1)?	n/a	YES	NO
Professional Driving Permit?	n/a	YES	NO

**Previous conduct**

Have you ever been dismissed for incapacity from any position?	YES	NO
If YES, what have you done to address the problem areas?		
Have you ever been dismissed for misconduct?	YES	NO
Are you facing a disciplinary enquiry which, if you are found guilty, will result in dismissal?	YES	NO
Have you ever resigned in order to avoid disciplinary action which would have resulted in dismissal?	YES	NO
Do you have a criminal record?	YES	NO

**Disclaimer**

Please confirm that you are available for the dates of the testing and interview as stated in the advertisement.		YES	NO
<p><b><i>Please note that:</i></b></p> <p><i>In line with the Protection of Personal Information Act, you are required to give permission for the recruitment committee to check the accuracy of any information provided. Should it become apparent that information provided has been fabricated or deliberately altered, the application will not be considered</i></p> <p><i>It is in your best interests to complete this form as thoroughly as possible; Failure to include the correct documentation will jeopardise your application.</i></p>	<p><i>I, the applicant, declare that the information in this application is correct and give permission for the recruitment committee to validate any information provided, to disseminate such information to third parties as part of the process and beyond should appointment be made. I acknowledge having read the particulars of this post. This stands instead of a signature.</i></p>	<i>Tick here</i>	