## Description: http://upload.wikimedia.org/wikipedia/en/2/2d/Tut_Logo.png

## Employment Application

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| POSITION |

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| **NAME OF POSITION** |  | **REFERENCE NUMBER** |  |
| **DEPARTMENT** |  | **CURRENT TOTAL COST TO COMPANY** |  |

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| **BIOGRAPHICAL INFORMATION** |

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| **TITLE** |  | | **SURNAME** | | | |  | | | | **FULL NAMES** | | | |  | | | | | |
| **RACE\* (Tick)** | **Black** | | | **White** | | **Colored** | | **Asian** | | **GENDER** | **M** | **F** | | | **MARITAL STATUS** | | | | **YES** | **NO** |
| **ID/PASSPORT NUMBER** | | | | | |  | | | | **DATE OF BIRTH** |  | | | | **NATIONALITY** | | | |  | |
| **DRIVER’S LICENCE**  **CODE:** | | | | | | **YES** | | **NO** | | **WORK PERMIT NO:** |  | | | | **TAX NR:** | | | |  | |
| **DO YOU HAVE A DISABILITY? IF YES PLEASE STATE ON THE RIGHT** | | | | | | **YES** | | **NO** | |  | | | | | | | | | | |
| **DO YOU KNOW ANYONE WITHIN THE INSTITUTION? IF YES PLEASE STATE THE RELATIONSHIP** | | | | | | **YES** | | **NO** | |  | | | | | | | | | | |
| **HOME NUMBER** |  | | | | | **CELL NUMBER** | | | |  | | | | **ALTERNATIVE NUMBER** | | | |  | | |
| **EMAIL ADDRESS** | | | | | |  | | | | | | | | **WORK NUMBER** | | | |  | | |
| **PHYSICAL ADDRESS** | |  | | | | | | | | | | | | | | | | | | |
| **POSTAL ADDRESS** | |  | | | | | | | | | | | | **POSTAL CODE** | | | |  | | |
| **NEXT OF KIN** | | **RELATIONSHIP** | | | | | | |  | | | | | | | | | | | |
| **TITLE** | |  | | | **SURNAME** | | | |  | | | | **FULL NAMES** | | |  | | | | |
| **DEPENDENTS**  **NAME** | | **SURNAME** | | | | | | | **RELATIONSHIP** | | | | **DATE OF BIRTH** | | | |  | | | |
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*\* Information required for biographical and statistical reporting purposes*

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| **LANGUAGE PROFICIENCY (state – good, fair or poor)** |

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|  | **SPECIFY LANGUAGES - state ‘good ’ , ‘ fair ‘ or ‘ poor ‘** | | | | |
|  | **English** | Afrikaans | Other : | Other : | other |
| **SPEAK** |  |  |  |  |  |
| **READ** |  |  |  |  |  |
| **WRITE** |  |  |  |  |  |

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| **QUALIFICATIONS** |

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| --- | --- | --- |
| **NAME OF SCHOOL/TECHNICAL COLLEGE** | **HIGHEST GRADE PASSED** | **YEAR OBTAINED** |
|  |  |  |
| **TERTIARY EDUCATION** | | |
| **NAME OF INSTITUTION** | **QUALIFICATION OBTAINED**  **(*start with current/most recent)*** | **YEAR OBTAINED** |
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| **WORK HISTORY** |

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| **EMPLOYER**  ***(start with current)*** | **POSITION HELD** | **FROM** | | **TO** | | **REASON FOR LEAVING** |
| **MM** | **YY** | **MM** | **YY** |
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| **REFERENCES** |

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| --- | --- | --- | --- |
| **EMPLOYER** | **REFEREE**  ***(someone you reported into)*** | **POSITION OF REFEREE** | **CONTACT NUMBER**  ***(preferably landline or e-mail address)*** |
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| **DECLARATION** |

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| *I declare that all the information provided (including any attachments and CV) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my dismissal if I am appointed. I hereby acknowledge that all information within this application remains the property of Tshwane University of Technology. I accept that the information can be verified.*  *APPLICANT NAME SIGNATURE DATE N* |

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| **OFFICE USE** |
| **HRBP** | **HR MANAGER** | **HR ADMINISTRATORS** | **SYSTEMS MANAGER** | **REGISTRY** |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: |