**APPLICATION FORM**

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**Post Details**

##### Job applied for:

Reference Number:

Where did you see this job advertised?

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**Personal Information**

Full Name:

Address:

Cell Phone:

Fax:

Email:

ID Number:

Nationality:

Have you ever been convicted of a criminal offence, or been dismissed or demoted for misconduct in your previous employment? (If yes, please elaborate)

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**Motivation for applying for this post**

Please provide a written motivation supporting your application for the position as applied for.

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**Competencies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please provide evidence that you meet the competencies required for this job. Consider each competency and describe, with examples, how your skills, knowledge and experience match the requirements of this specific post. If you do not match a specific requirement, you can offer evidence of your potential to develop the relevant competence.

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Competency: **A completed recognized and relevant qualification as per advert.**

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Competency: **A full motivation on meeting the experiential requirements of the post as per advert.**

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Competency: **Computer Literacy Level on MS Office package (Beginner, Intermediate, Advanced – tick relevant box)?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Computer Literacy** | **Beginner** | **Intermediate** | **Advanced** |
| **Word** |  |  |  |
| **Excel** |  |  |  |
| **Powerpoint** |  |  |  |

Is this supported with certification?

Competency: **Communication Skills (verbal and written). Give examples of where you have effectively used these skills.**

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Competency: **Planning, Organizing and Implementation Skills. Give examples of where you have effectively used these skills.**

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**Verification**

All applications is subject to the following verifications, therefore please agree and confirm that the Film and Publication Board can conduct these verifications:

* Credential Verification:
* Qualification Verification:
* ID Verification:
* Criminal verification:
* Credit Verification:
* Verification against the National Sex Offenders Data Registry:

All applications must be accompanied by the following:

* Full Comprehensive CV
* Certified copies of qualifications
* Certified copy of your ID

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**Declaration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I declare that the information given on this Application is, to the best of my knowledge and belief, correct and complete.

Your signature Date:

If you include any details that you know to be false or if you withhold relevant information, you may render yourself liable for disqualification from the recruitment process, or if appointed, to dismissal.

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Applicants will be shortlisted on the basis of the evidence they provide in this application form of the competencies required for this post.