



## APPLICATION FOR EMPLOYMENT

**Please read the instructions carefully before completing this form:**

- We do not require curriculum vitae. **NB: Please complete and return this application form to us.**
- **NB: You are required to send us certified copies of all your matriculation/degree/diploma certificates with the application form.**
- Please ensure that you complete this form electronically (wherever possible).  
Thereafter:
  - save a copy
- Application forms need to be posted to: Recruitment Section, Ezemvelo KZN Wildlife, PO Box 13053, Cascades 3202. Applications may also be hand delivered to the Recruitment Officer at Ezemvelo KZN Wildlife, Queen Elizabeth Park, 1 Peter Brown Drive, Montrose, Pietermaritzburg 3201.
- Please complete all Mandatory fields (grey cells).
- Further instruction on the type of information required for each field is provided in the right hand column of the table.
- Thank you for taking the time to complete this form.

POST DETAILS		
<b>REFERENCE / POST NUMBER</b>		Please see advert
<b>JOB TITLE</b>		Please see advert
<b>UNIT / REGION</b>		Please see advert
<b>CLOSING DATE</b>		Please see advert
<b>DATE OF APPLICATION</b>		
<b>DO YOU MEET ALL MINIMUM REQUIREMENTS</b>		YES/NO (If you do not meet minimum requirements, your application will not be considered)
<b>PLEASE PROVIDE A BRIEF MOTIVATION BELOW INDICATING HOW YOU MEET EACH OF THE KEY PERFORMANCE AREA SPECIFIED ON THE ADVERTISEMENT</b>		
<b>REQUIREMENT 1</b>		
<b>REQUIREMENT 2</b>		
<b>REQUIREMENT 3</b>		
<b>REQUIREMENT 4</b>		
<b>REQUIREMENT 5</b>		

<b>REQUIREMENT 6</b>	
<b>REQUIREMENT 7</b>	
<b>REQUIREMENT 8</b>	

<b>PERSONAL DETAILS</b>		
<b>First Names</b>		
<b>Surname</b>		
<b>Known As</b>		
<b>Title</b>		Mr/Mrs/Miss/Ms/Dr
<b>ID Number</b>		
<b>Date of Birth</b>		dd/mm/yyyy
<b>Nationality</b>		e.g. South African
<b>Gender</b>		Male/Female
<b>Race</b>		African, Coloured, Indian , White or Other
<b>Marital Status</b>		Married/Single/Widowed/ Divorced
<b>No. of Dependents</b>		E.g. 0, 1, 2, 3, etc
<b>Drivers Licence</b>		Yes / No State Code
<b>Own Vehicle</b>		Yes / No
<b>Valid Work Permit</b>		Yes / No Specify expiry date dd/mm/yyyy)
<b>Have you ever been convicted of a criminal offence?</b>		Yes/No If yes please specify
<b>Have you ever been dismissed from a job or resigned in contemplation of being dismissed?</b>		Please state reason if you answer YES
<b>Have you previously been employed by Ezemvelo KZN Wildlife</b>		YES/NO If YES state dates and the reason why you left.

<b>PERSONAL CONTACT DETAILS</b>		
<b>Home Phone</b>		(Code) Number
<b>Cell Phone</b>		
<b>Work Phone</b>		(Code) Number
<b>Fax</b>		(Code) Number
<b>Email 1(preferred)</b>		
<b>Email 2(alternative)</b>		

<b>RESIDENTIAL ADDRESS</b>		
<b>Street Name and Number</b>		e.g. 12 Harmony Road

<b>Suburb</b>		
<b>City</b>		
<b>Province</b>		
<b>Postal Code</b>		
<b>Country</b>		

<b>POSTAL ADDRESS</b>		
<b>Street/PO Box</b>		
<b>Suburb</b>		
<b>City</b>		
<b>Province</b>		
<b>Postal Code</b>		
<b>Country</b>		

<b>CONTACT PERSON/NEXT OF KIN</b>					
<b>Name</b>	<b>Relationship</b>	<b>Cell</b>	<b>Home</b>	<b>Work</b>	<b>Email</b>

<b>REMUNERATION</b>		
<b>Current Total Remuneration Package(Cost to Company)</b>		
<b>Total Package excluding benefits</b>		Benefits include medical aid, pension fund, travel allowances
<b>Commission(if applicable)</b>		
<b>List all Benefits and their annual value</b>		Include employer contribution e.g. Medical Aid: R25 000pa Travel Allowance: R30 000pa
<b>Bonus Incentives</b>		Please specify if you receive a thirteenth cheque or performance bonus
<b>Expected Salary</b>		What you would like to earn. Please specify total annual package(total cost to company)

<b>ADDITIONAL INFORMATION</b>		
<b>Computer Skills</b>		E.g. Excel, Word, Corel Draw. Elaborate if necessary: E.g. Excel – Advanced (7 yrs exp)
<b>Skills/Attributes</b>		Career Orientated Skills E.g. Switchboard, Purchasing, Cash Books etc
<b>Membership of professional bodies</b>		Professional Membership
<b>Languages</b>		List Home Language and other languages. Mention if you speak/read/write
<b>Disability</b>		If yes, please specify nature
<b>Where did you see the advert for this job?</b>		E.g. Newspaper(provide name), University Website, other website, word of mouth etc

<b>SCHOOLING</b>
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<b>Name of Institution/School</b>		
<b>Highest Standard/Grade passed</b>		
<b>Date completed</b>		mm/yyyy or Current if incomplete
<b>Subjects Passed</b>		List subjects and symbols if available

<b>TERTIARY QUALIFICATION 1</b>		
<b>Name of Institution</b>		
<b>Qualification</b>		
<b>Location of Institution</b>		
<b>Date completed</b>		mm/yyyy or Current if incomplete
<b>Course Duration in years/months</b>		
<b>Subjects</b>		List subjects. Highlight majors

<b>TERTIARY QUALIFICATION 2</b>		
<b>Name of Institution</b>		
<b>Qualification</b>		
<b>Location of Institution</b>		
<b>Date completed</b>		mm/yyyy or Current if incomplete
<b>Course Duration in years/months</b>		
<b>Subjects</b>		List subjects. Highlight majors

<b>TERTIARY QUALIFICATION 3</b>		
<b>Name of Institution</b>		
<b>Qualification</b>		
<b>Location of Institution</b>		
<b>Date completed</b>		mm/yyyy or Current if incomplete
<b>Course Duration in years/months</b>		
<b>Subjects</b>		List subjects. Highlight majors

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TERTIARY QUALIFICATION 4		
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<b>Name of Institution</b>		
<b>Qualification</b>		
<b>Location of Institution</b>		
<b>Date completed</b>		mm/yyyy or Current if incomplete
<b>Course Duration in years/months</b>		
<b>Subjects</b>		List subjects. Highlight majors

ADDITIONAL COURSES/WORKSHOPS/SEMINARS/TRAINING PROGRAMMES		
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Course Name	Name of Institution	Date Completed and duration
		dd/mm/yyyy or current Duration: e.g. 3months

MERIT AWARDS AND RECOGNITION		
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Award (e.g. Merit award)	Name of Institution	Date Granted (mm/yyyy or Current)

EMPLOYMENT HISTORY 1 STARTING FROM LAST EMPLOYMENT		
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<b>From Date</b>		mm/yyyy
<b>To Date</b>		mm/yyyy or Current
<b>Company Name</b>		
<b>Location of Company</b>	e.g. Durban	
<b>Industry</b>	e.g. Education, IT, Building, Finance etc	
<b>Company Size</b>	Number of Employees	
<b>Nature of Business</b>	Give a brief description of the Company	
<b>Reason for leaving</b>		
<b>Your Job Position at time of leaving</b>		
<b>Referee / Line Manager</b>	We will contact this person for a reference	
<b>Your relationship with Referee</b>		
<b>Job Position of referee</b>		
<b>Contact Details of referee</b>	Please provide e-mail and cell phone	

<b>Additional Comments</b>		
<b>Duties/ Responsibilities</b>		Please provide sufficient details

<b>EMPLOYMENT HISTORY 2</b>		
<b>From Date</b>		mm/yyyy
<b>To Date</b>		mm/yyyy or Current
<b>Company Name</b>		
<b>Location</b>		
<b>Industry</b>		E.g. IT, Building, Finance etc)
<b>Company Size</b>		Number of employees
<b>Nature of Business</b>		Give a brief description of the Company
<b>Reason for leaving</b>		
<b>Your Job Position at time of leaving</b>		
<b>Referee / Line Manager</b>		We will contact this person for a reference
<b>Your relationship with referee</b>		
<b>Job Position of referee</b>		
<b>Contact Details of referee</b>		Please provide e-mail and cell phone
<b>Additional Comments</b>		
<b>Duties/ Responsibilities</b>		Please provide sufficient details

**EMPLOYMENT HISTORY 3**

<b>From Date</b>		mm/yyyy
<b>To Date</b>		mm/yyyy or Current
<b>Company Name</b>		
<b>Location</b>		
<b>Industry</b>		E.g. IT, Building, Finance etc)
<b>Company Size</b>		Number of Employees
<b>Nature of Business</b>		Give a brief description of the Company
<b>Reason for leaving</b>		
<b>Your Job Position at time of leaving</b>		
<b>Referee / Line Manager</b>		We will contact this person for a reference
<b>Relationship with referee</b>		
<b>Job Position of referee</b>		
<b>Contact Details of referee</b>		Please provide e-mail, fax and cell phone
<b>Additional Comments</b>		
<b>Duties/ Responsibilities</b>		Please provide sufficient details

<b>EMPLOYMENT HISTORY 4</b>		
<b>From Date</b>		mm/yyyy
<b>To Date</b>		Mm/yyyy or Current
<b>Company Name</b>		
<b>Location</b>		
<b>Industry</b>		E.g. IT, Building, Finance etc)
<b>Company Size</b>		Number of Employees
<b>Nature of Business</b>		Give a brief description of the Company
<b>Reason for leaving</b>		
<b>Your Job Position at time of leaving</b>		
<b>Referee / Line Manager</b>		We will contact this person for a reference
<b>Job Position of referee</b>		
<b>Contact Details</b>		Please provide e-mail and cell phone

<b>Additional Comments</b>		
<b>Duties/ Responsibilities</b>		Please provide sufficient details

<b>EMPLOYMENT HISTORY 5</b>		
<b>From Date</b>		mm/yyyy
<b>To Date</b>		mm/yyyy or Current
<b>Company Name</b>		
<b>Location</b>		
<b>Industry</b>		E.g. IT, Building, Finance etc)
<b>Company Size</b>		Number of Employees
<b>Nature of Business</b>		Give a brief description of the Company
<b>Reason for leaving</b>		
<b>Your Job Position at time of leaving</b>		
<b>Referee / Line Manager / Supervisor</b>		We will contact this person for a reference
<b>Job Position of referee</b>		
<b>Contact Details</b>		Please provide e-mail and cell phone
<b>Additional Comments</b>		
<b>Duties/ Responsibilities</b>		Please provide sufficient details



**ADDITIONAL MOTIVATION**  
**(Include any other information you would like the Panel to consider)**

**THANK YOU FOR COMPLETING THIS APPLICATION FORM.**

**BEFORE YOU SAVE AND FORWARD TO US PLEASE NOTE:**

1. EKZNW reserves the right not to fill the post or to re-advertise to widen the pool of applicants.
2. EKZNW reserves the right to do a complete verification of the information you have provided.
3. We reserve the right to contact your referees or request additional referees.
4. Only short listed candidates will be contacted. If you do not hear from us within six weeks of the closing date please assume you were unsuccessful.
5. We require certified copies of all identity documents/matriculation/degree/diploma certificates to be attached on the application form.
6. EKZN is committed to employment equity and may grant preference to candidates in terms of its employment equity priorities.