



APPLICATION FOR EMPLOYMENT

Indicate reference number
(as stated in the advert):



WHAT IS THE PURPOSE OF THIS FORM

To assist Inkomati-Usuthu Catchment Management Agency (IUCMA) in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in Inkomati-Usuthu Catchment Management Agency (IUCMA).

ADDITIONAL INFORMATION

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.

SPECIAL NOTES

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.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the Inkomati-Usuthu Catchment Management Agency (IUCMA) to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5 – Applicants with substantial qualifications or work experience must attach a CV.

6 – The application form must be completed in your own **handwriting**. All instructions on the application form must be adhered to. Failure to do so may result in the application being turned down.

7 - Preference will be given to South African citizens.

A. THE ADVERTISED POST

Position applied (as advertised):

Did you apply for any other post in this advertisement?

Yes

No

If yes, specify the post reference numbers:

If you are offered the position, when can you start OR how much notice must you serve with your current employer?

How did you know about the advertisement?

Tick below:

| | | | | | | | |
|-----------------------------|--|---------------------------------|--|-------------------------------|--|-----------------------------------|--|
| Newspaper advertisement | | IUCMA website | | Word of mouth | | Previous colleague | |
| Friend working at the IUCMA | | Friend not working at the IUCMA | | Relative working at the IUCMA | | Relative not working at the IUCMA | |
| Other | | If you choose other specify: | | | | | |

Any relatives and previous colleagues employed by the Inkomati-Usuthu Catchment Management Agency?

Yes

No

If yes state their names and surnames:

Do you meet the requirements of the Post as advertised?

Yes

No

Please indicate the requirement you meet below as advertised:

| | | |
|---------------------------|------------|-----------|
| Academic qualification | Yes | No |
| Relevant experience | Yes | No |
| Professional registration | Yes | No |
| Knowledge | Yes | No |
| Skills | Yes | No |
| Competencies | Yes | No |

B. PERSONAL INFORMATION

| | | | | |
|--|----------------|--------------|------------------|---------------|
| Surname | | | | |
| First names | | | | |
| Date of birth | | | | |
| Identity number ² | | | | |
| Race ³ | African | White | Couloured | Indian |
| Gender ³ | Female | | Male | |
| Valid driver's License | Yes | No | | |
| Own transport | Yes | No | | |
| Do you have a disability? ³ | Yes | No | | |

If yes, state what kind of a disability?

| | | |
|---|---|-----------|
| Are you a South African citizen by birth? | Yes | No |
| | If not, South African by birth, what is your nationality? | |
| And do you have a valid work permit? | Yes | No |
| If your profession or occupation requires State or official registration, provide date and particulars of registration | | |
| If you are not a South African citizen or with permanent residence, do you have the required permit to take employment in South Africa? | Yes | No |
| Are there any disciplinary action against you currently (pending/in process)? | Yes | No |
| If yes, state the details | | |
| Have you ever been dismissed from employment? | Yes | No |
| If yes, state the details | | |

| |
|---|
| C. SECURITY INFORMATION |
| Have you been convicted of a criminal offence or been dismissed from employment? ⁴ |
| If yes, please provide details of the offence, place, result and date |
| |
| Has a security clearance ever been refused or cancelled? |
| If yes, explain |
| |

| | | | |
|--|-------------|--------------|------------|
| D. HOW DO WE CONTACT YOU | | | |
| Preferred language for correspondence? | | | |
| Telephone/cellphone number during office hours | | | |
| Preferred method for correspondence | Post | Email | Fax |
| Correspondence contact details (in terms of above) | | | |

| | | | | | | | | |
|--|---------------------|--|--|--|--|--|--|--|
| E. LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor' | | | | | | | | |
| | Languages (specify) | | | | | | | |
| | | | | | | | | |
| Speak | | | | | | | | |
| Read | | | | | | | | |
| Write | | | | | | | | |

