

1116



2nd Floor • BCX Building • 106 Park Drive • Central • PO Box 74 • Port Elizabeth • South Africa • 6000
T: +27 41 811 8200 • F: +27 41 582 5235 • E: info@mbda.co.za • W: www.mbda.co.za

APPLICATION FOR EMPLOYMENT

A. GENERAL PARTICULARS OF CANDIDATE

TITLE (Prof; Dr; Mr; Ms) INITIALS AND SURNAME: _____

POSITION APPLIED FOR : _____

REFERENCE NUMBER: _____

WHEN CAN YOU ASSUME DUTY? _____

B. PERSONAL DETAILS												
SURNAME:					MAIDEN NAME:							
FIRST NAMES:												
DATE OF BIRTH			SEX		M	F	MARITAL STATUS			S	M	D
NUMBER OF DEPENDENT CHILDREN:				THEIR AGES:								
NATIONALITY:					IDENTITY NUMBER:							
TEL NO. HOME:					CELLPHONE NUMBER:							
HOME ADDRESS:												
POSTAL ADDRESS & CODE:												
WHERE DID YOU HEAR ABOUT THIS VACANCY? (e.g. MBDA WEBSITE; LOCAL NEWSPAPER; FRIEND)												
STATE WHY ARE YOU APPLYING FOR THIS POSITION?												
IF YOU ARE SELECTED FOR AN INTERVIEW, ARE YOU PREPARED TO UNDERGO A PSYCHOMETRIC ASSESSMENT Y N												
HAVE YOU EVER BEEN CONVICTED OF A SERIOUS CRIMINAL OFFENCE, BEEN DISMISSED FROM EMPLOYMENT OR DECLARED INSOLVENT?												
DO YOU HAVE A DRIVER'S LICENSE?			Y	N								

C. QUALIFICATIONS (Please attach certified copies of all qualifications)			
HIGHEST SCHOOL GRADE COMPLETED:			
HIGHEST UNIVERSITY / TECHNIKON DEGREE / DIPLOMA (Please include major subjects)			
D. LANGUAGES PROFICIENCY (Good, Average, Below average, N/A)			
	Speak	Read	Write
English			
Afrikaans			
Xhosa			

E. EXPERIENCE			
Name of employer	Job title	Dates of service	Reason for leaving

F. PRESENT EMPLOYER	
Name and address:	
Job title:	Period employed:

G. FINANCIAL PARTICULARS	
Present basic annual salary	R
Present basic benefits, e.g medical aid, etc	R
Any allowances (If applicable)	R
Total remuneration package	R

Period of notice:

H. REFERENCES		
Name	Contact details	Relationship (e.g. Supervisor)
1.		
2.		
3.		

I. SUMMARY OF CAREER
<p>NOTE: Give a brief summary of your career and also state any particular abilities, experience, courses you have followed, societies to which you belong and any relevant duties and responsibilities which you consider applicable to this application.</p> <hr/> <hr/> <hr/> <hr/> <hr/>

J. DECLARATION BY APPLICANT

I hereby declare that all the information supplied herein by myself is correct and understand that I can be held liable for the consequences of any intentional misrepresentation.

I furthermore give consent to the Mandela Bay Development Agency to conduct the necessary verification checks.

SIGNATURE

DATE