

# APPLICATION FORM FOR EMPLOYMENT AT UMALUSI

**1. Vacancy Details:**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Business unit** |  |
| **Reference number** |  |

**2. Personal Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** |  | | | |
| **Surname** |  | | | |
| **First name/s** |  | | | |
| **Known as / Preferred Name** |  | | | |
| **Identity number** |  | | | |
| **Passport no.**  *(If not South African)* |  | | Country of Origin |  |
| **Gender** |  | | | |
| **Do you a disability?**  **(If yes, provide details).** | **Yes/No** |  | | |
| **Race** |  | | | |
| **Telephone number** |  | | | |
| **Mobile number** |  | | | |
| **Email address** |  | | | |
| **Physical address** |  | | | |

**3. Additional Information:**

|  | **Clarification Questions** | **Yes / No** | **Details (where applicable)** |
| --- | --- | --- | --- |
|  | Do you have a valid driver’s licence? |  |  |
|  | Are you a South African citizen?  If not, what is your nationality? |  |  |
|  | Do you have a valid work permit? (only if non-South African)  *If yes provide details:* |  |  |
|  | Have you previously worked for Umalusi?  *If yes provide details:* |  |  |
|  | Have you been convicted or found guilty of a criminal offence? (including an admission of guilt, excluding traffic offences)  *If yes provide details:* |  |  |
|  | Do you have any pending criminal cases against you?  *If yes provide details:* |  |  |
|  | Do you have any other pending legal action against you?  *If yes provide details:* |  |  |
|  | Do you have any pending disciplinary cases against you?  *If yes provide details:* |  |  |
|  | Have you been discharged from any previous employment?  *If yes provide details:* |  |  |

**4. Formal Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **Name of Qualification** | **Year Obtained** |
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**5. Current Studies**

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **Name of Qualification** | **Year of completion** |
|  |  |  |
|  |  |  |

**6. Other Training Obtained**

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**7. Work Experience: (start with your current employment)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Employer** | **Position held** | **From** | | **To** | | **Reason for Leaving** |
| **MM** | **YY** | **MM** | **YY** |
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**8. References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Surname** | **Relationship to you** | **Telephone No** | **Email Address** |
|  |  |  |  |
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**9. Declaration and Signature:**

I declare that:

* all the information provided in this application including the attachments of my identity and copies of my qualifications are correct and complete to the best of my knowledge and belief.
* I understand that any false or misleading information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.
* I authorise the verification of the information provided in this application and any other necessary enquiries that may be needed to determine my suitability for employment.
* I authorise Umalusi to contact any of the references provided by me for the purpose of a reference check.

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_