

**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** |  |  |  |
|  |  |  |  |
| **Identity number** |  |  |  |
|  |  |  |  |
| **Passport no.** |  | **Country of origin** |  |
| *(If not South African)* |  |  |
|  |  |  |
|  |  |  |  |
| **SACE registration** |  |  |  |
|  |  |  |  |
| **Gender** |  |  |  |
|  |  |  |  |
| **Race** |  |  |  |
|  |  |  |  |
| **Telephone number** |  |  |  |
|  |  |  |  |
| **Mobile number** |  |  |  |
|  |  |  |  |
| **Email address** |  |  |  |
|  |  |  |  |
| **Physical address** |  |  |  |
|  |  |  |  |

**3. Additional information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Clarification questions** | **Yes/** | **Details (where applicable)** |  |
|  |  | **No** |  |  |
| a. | Do you have a valid driver’s |  |  |  |
|  | licence? |  |  |  |
|  |  |  |  |  |
| b. | Do you have any disabilities? |  |  |  |
|  |  |  |  |  |
| c. | Are you a South African citizen? |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



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



**4. Formal educational qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of institution** | **Name of qualification** | **NQF level** | **Year obtained** |
|  |  |  |  |
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**5. Other relevant training obtained**

**6. 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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**7. References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and** | **Relationship to you** | **Telephone** | **Email address** |
| **surname** |  | **no.** |  |
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**8.** **Declaration and signature:**

I declare that:

* All the information provided in this application, including the attachments of my identity and copies of my qualifications, is 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:**

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