**Application for Employment**

This form is meant to assist NSFAS in selecting a person for an advertised post.

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| **A. ADVERTISED POST** |  |
| **Position for which you are applying (as advertised)** | **Location** |

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| **B. PERSONAL INFORMATION** | | | | | | |  | | | | | | | |  | | | | | |
| Surname | |  | | | | |  | | |  | | | | |  | | | | | |
| First Name (as on ID) | |  | | | | |  | | |  | | | | |  | | | | | |
| Maiden name | |  | | | | |  | | |  | | | | |  | | | | | |
| Date of Birth | |  | | | | |  | | |  | | | | |  | | | | | |
| Age | |  | | | | |  | | |  | | | | |  | | | | | |
| ID/Passport Number | |  | | | | |  | | |  | | | | |  | | | | | |
| Race (EE) | |  | | | | | | | | | | | | | | | | | | |
| Gender | |  | | | | | | | | | | | | | | | | | | |
| Residential Address | |  | | | | |  | | |  | | | | |  | | | | | |
| Contact Numbers | | (w) | | | | |  | | |  | (cell) | | | | | | Email: | | | |
| (h) | | | | |  | | |  | (fax) | | | | | |  | | | |
| Marital Status | | Married | | | | |  |  | |  | Divorced | | | | | | | |  |  |
| Single | | | | |  |  | |  | Widow | | | | | | | |  |  |
| Are you a South African Citizen? | | | | |  | | YES | | |  |  | | | NO | NO | | | | |  |
| If no, what is your Nationality | |  | | | | |  | | |  | | | | |  | | | | | |
| Do you have a valid work Permit? | | | | *YES* | |  |  | *NO* | |  |  | *Expiry Date:* | | | | | |  | | |
| Do you have a disability? | | | | *YES* | |  |  | NO | |  |  | *If yes, Please Specify* | | | | | |  | | |
| **C. LANGUAGE PROFICIENCY** (Ignore if on CV) | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | Languages (specified) | | | | | | | | | | | | | | |
| E.g. English | |  | | |  | | |  | | | |  | | |  | | | | |
| Speak | |  | |  | | |  | | |  | | | |  | | |  | | | | |
| Read | |  | |  | | |  | | |  | | | |  | | |  | | | | |
| Write | |  | |  | | |  | | |  | | | |  | | |  | | | | |

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| **D. COMPUTER LITERACY** (Ignore if on CV) | |  |  |
|  |  | Proficiency |  |
|  | Beginner | Intermediary | Advanced |
| MS Word |  |  |  |
| MS Excel |  |  |  |
| MS PowerPoint |  |  |  |
| MS Outlook |  |  |  |
| MS Projects |  |  |  |
| Other |  |  |  |
| Other |  |  |  |
| Other |  |  |  |

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| **E. EDUCATION HISTORY** (Ignore if on CV) | | |
| Name of School | Highest Standard/Grade Passed | Year Obtained |
|  |  |
| ***Tertiary education (complete for each qualification you obtained)*** | | |
| Name of Institution | Name of Qualification | Year Obtained |
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| **Current studies** (Ignore if on CV) | | |
| Name of the institution | Highest Standard/Grade Passed | Year Obtained |
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| **G. SUMMARY OF EMPLOYMENT HISTORY** | | | |  |  | | |  | |  | |
| Are you currently employed | | |  | YES |  |  | |  | | NO |  |
| Organisation | Position | | | | From | | | To | | Reason for Leaving | |
| MM | | YY | MM | YY |
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| **H. CRIMINAL RECORD** | | | |  | | | |
| Have you ever been convicted of a criminal offence? | | | YES |  | | NO |  |
| If YES, provide details as listed below: | | | |  | | | |
| Nature of Offence | Date | Place where offence was committed | |  | Conviction | | |
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| Are there any pending cases against you? | | YES | |  | | NO | | | |  |
|  | | If yes, specify | |  | | | | | | |
| **I. GENERAL** | |  | |  | | | | | | |
| Do you have a valid driver’s license? | | YES | |  | | | NO | |  | |
| Do you have your own vehicle? | | YES | |  | | | NO | |  | |
| Have you ever been dismissed from previous employ? | | YES | |  | | | NO | |  | |
| If yes, please clarify nature of dismissal | | | | | | | | |
| Do you know anyone currently working at NSFAS? | | YES | |  | | | NO | |  | |
| If yes, specify relationship | | | | | | | | |
|  | | | | | | | | | | |
| What is your current Cost to Company (CTC) Package? | |  | |  | | | | | | |
| What is your salary expectation? | |  | |  | | | | | | |
| What is your notice period? | |  | |  | | | | | | |
| **J. PROFESSIONAL REFERENCES (PERSONS YOU REPORTED TO)** | | | | |  | | |  | | |
| Name & Surname | Designation | |  | |  | | | Contact No. | | |
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| **K. AGREEMENT** | |
| In exchange for the consideration of my job application by NSFAS, I hereby agree and certify that:     1. The information on this form is authentic and accurate to the best of my knowledge; 2. I understand that false, inaccurate or misleading information, in this application, will constitute adequate cause for repudiation of hire or may result in my termination due to dishonesty; 3. Neither the acceptance of this application nor any subsequent interview(s), either for the position applied for or any other position, shall serve to create an actual or implied expectation of an offer of employment and I realise that the completion of this form gives me no rights which I do not currently have; 4. I authorise the organisation to verify all declarations contained in this application concerning my education, employment experience/history and all other aspects of my background relevant to my anticipated employment, including contacting schools, previous employers, references and similar institutions. 5. I hereby grant NSFAS access to utilise and/or save the above information in accordance with the Protection of Personal Information (PoPI) Act. 6. I understand that the selection of successful applicants will be based on the information provided on this form. 7. I have filled the form completely, accurately and legibly. | |
| Applicant Signature: | Date: |

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| **SPECIAL NOTES** a) 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.   1. 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 department to comply with the Employment Equity Act,1998. 4. This information will only be considered if it directly relates to the requirements of the position. |