



APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of 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 a government department.

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 department 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 - The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6 - The applicant may submit additional information separately where the space provided is not sufficient.

7 - Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised)	Department where the position was advertised
Admin Clerk	Education
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?
DD/AC/01/2021	One Month

B. PERSONAL INFORMATION¹

Surname and Full names		DE KORTE HENRIK LEON											
Date of Birth	01/01/1990	Identity Number	9	0	0	1	0	1	1	0	2	8	7
		Passport number	N/A										
Race ²	African	White	X	Coloured		Indian		Other					
Gender ³		Female		Male	X								
Do you have a disability?		Yes		No	X								
Are you a South African citizen?		Yes	X	No									
If no, what is your nationality?		N/A											
Do you have a valid work permit? (only if non-South African)		Yes		No	N/A								
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁴		Yes		No	X								
If yes (provide the details)		N/A											
Do you have any pending criminal case against you? ⁵		Yes		No	X								
If yes, (provide the details)		N/A											
Have you ever been dismissed for misconduct from the Public Service? ⁶		Yes		No	X								
If yes (provide the details)		N/A											
Do you have any pending disciplinary case against you? ⁷		Yes		No	X								
If yes, (provide the details)		N/A											
Have you resigned from a recent job pending any disciplinary proceeding against you? ⁸		Yes		No	X								
If yes, (please note that the provisions of the Public Service Act shall apply)		N/A											
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? ⁹		Yes		No	X								
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ¹⁰ If yes, (provide the details)		Yes		No	X								
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?		Yes	X	No									
Please specify the total number of years of experience you have		Private Sector	0	Public Sector	10								
		0		10									
If your profession or occupation requires official registration,		Date		Reg. No									