**pZ 83** (81/971431)

G. P.- S. 81/ 97143

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| **WHAT IS THE PURPOSE OF****THIS FORM**To assist a government depart­ment in selecting a person for an advertised post. |  | 1. **THE ADVERTISED POST**
 |
| Position for which you are applying *(as advertised)* | Department where the position was advertised |
| 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? |
| This form may be used to identify candidates to be inter-viewed. Since all applicants cannot be interviewed, you need to fill in 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. |  |  |
| 1. **PERSONAL INFORMATION (please ignore if you have attached a CV with ALL of the following information)** 1
 |
| Surname |  |
| First names |  |
| Date of birth |  |
| Identity number2 |  |
| Race3 | ***African*** | ***White*** | ***Coloured*** | ***Indian*** |
| Gender3 |  |  |  |  |
| Do you have a disability3 |  |  |
| Are you a South African citizen? |  |  |
| If no, what is your nationality? |  |
| And do you have a valid permit? |  |  |
| Have you been convicted of a criminal offence or been dismissed from employment?4 |  |  |
| If your profession or occupation requires State or official registration, provide date and particulars of registration |  |
| 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. |  |  |
| 1. **HOW DO WE CONTACT YOU**
 |
| Preferred language for correspondence  |  |
| Telephone number during office hours |  |
| 4 - This information will only be taken into account if it directly relates to the requirements of the position.5 - Applicants with substantial qualifications or work experience must attach a CV. | Preferred method for correspondence | ***Post*** | ***E-mail*** | ***Fax*** |
| Correspondence contact details (in terms of above) |  |

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| 1. **LANGUAGE PROFICIENCY -state "good", "fair", or "poor"**
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|  | Languages (specify) |
|  |  |  |  |  |  |
| Speak |  |  |  |  |  |  |
| Read |  |  |  |  |  |  |
| Write |  |  |  |  |  |  |

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| 1. **QUALIFICATIONS**4 **(please ignore if you have attached a CV with these details)**
 |
| Name of School/Technical College | Highest qualification obtained | Year obtained |
|  |  |  |
| ***Tertiary education (complete for each qualification you obtained)*** |
| Name of institution | Name of qualification | Year obtained |
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| 1. **WORK EXPERIENCE5 (please ignore if you have attached a CV with these details)**
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| Employer (including current employer) | Post held | **From** | **To** | Reason for leaving |
| MM | YY | MM | YY |
|  |  |  |  |  |
|  |  |  |  |  |
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| If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-appointment. | **Yes** | **No**  |
| If yes, provide the name of the previous employing department |  |

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| 1. **REFERENCES (please ignore if you have attached a CV with these details)**
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| Name | Relationship to you | Tel. No. (office hours) |
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| **DECLARATION** |
| *I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.* |
| **Signature:**  |  |