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|  APPLICATION FORM FOR AN ADVERTISED POST |

 **The purpose of this form**

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| To obtain more information about the candidate and to assist the South African National Biodiversity Institute (SANBI) in selecting the suitable candidate for an advertised post.Please fill in this form completely, accurately and legibly. A comprehensive CV and motivation letter must accompany this form.  |
| **Position for which you are applying:** **(As per the advertisement)** |   |

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| 1. **PERSONAL INFORMATION** (1)
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| 1. **Surname**
 |  | 1. **Initials**
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| 1. **Date of birth**
 |  | 1. **ID #** (2)
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| 1. **Gender** (3)
 | Male [ ]  | Female |  [ ]  |
| 1. **Contact Telephone No:**
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| 1. Do you have a disability? (3)
 | [ ]  Yes | [ ]  No |
| 1. Are you a South African citizen?
 | [ ]  Yes | [ ]  No |
| * 1. If yes, please indicate race (3)
 | [ ]  African | [ ]  Coloured | [ ]  Indian | [ ]  White |
| * 1. If no, what is your Nationality?
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| * 1. And do you have a valid work permit?
 | [ ]  Yes | [ ]  No |
| 1. Have you ever been convicted of a criminal offence or been dismissed from employment? (4) (If yes, please provide more details on a separate page)
 | [ ]  Yes | [ ]  No |
| 1. Is there anything that you would like to disclose which may impact on the consideration of your appointment at the South African National Biodiversity Institute (If yes, please provide more details on a separate page)
 | [ ]  Yes | [ ]  No |
| 1. Do you have a drivers license (code: ………………………….)
 | [ ]  Yes | [ ]  No |

NOTES

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| Note 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.Note 2 Passport number in the case of non-South Africans.Note 3 This information is required to enable SANBI to comply with the Employment Equity Act, 1998.Note 4 This information will be taken into account if it directly relates to the requirements of the position advertised. |

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| 1. **LANGUAGE PROFICIENCY**

(state ‘Good’/’Fair’/’Poor’) |
| **Language (specify)** | **Speak** | **Read** | **Write** |
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| 1. **QUALIFICATIONS**

(please ensure that certified copies accompany your application and CV) |
| **Name of School/College** | **Highest qualification obtained** | **Year obtained** |
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| **Tertiary Education** (complete for each qualification obtained) |
| **Name of Institution** | **Qualification obtained** | **Year obtained** |
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| Current study (list institution and qualification) |

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| 1. **WORK EXPERIENCE**

(current employment first) |
| **Employer** | **Post held** | **Date from** | **Date to** | **Reason for leaving** |
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| If you were previously employed in the Public Service, please indicate if any conditions exist that prevent re-appointment. | [ ]  Yes | [ ]  No |
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| 1. **REFERENCES**
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| **Name** | **Professional relationship to you.** Please indicate date of engagement. | **Contact number** |
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| 1. **DECLARATION**
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| I declare that all the information provided 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.  |
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| Signature of applicant | Date |
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