



APPLICATION FOR EMPLOYMENT

PROTECTION OF PERSONAL INFORMATION

Vacancy nr:		Position title:		Date today:	YYYY/MM/DD
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1. MOTIVATION

The information provided by the applicant in this and other related documentation and/or assessments and/or background checks will be used to determine the applicant's suitability for the position applied for.

2. INFORMATION TO BE COLLECTED

- ❖ Personal information such as applicant's name, surname, identity number, contact details, race, gender, disability status in terms of the Employment Equity Act.
- ❖ Career history such as details of previous employers, reporting managers, periods of employment, positions held and experience gained.
- ❖ Required certifications and/or qualifications.
- ❖ Relevant skills, knowledge, abilities and personality traits.
- ❖ Confirmations, agreements and declarations

3. PROCESSING OF INFORMATION

The employer will conduct background checks to confirm the information provided by the applicant is correct and complete. The information obtained by the applicant in this and other documents, the background checks and the various assessments will be used to determine the applicant's suitability for the position applied for and should the applicant be employed by the company it will form part of the employee's employment pack.

4. STORING OF PERSONAL INFORMATION

❖ Successful applicants

Information collected during the recruitment process will be retained by the employer and it will form part of the employee's personnel file once employed.

❖ Unsuccessful applicants

Unsuccessful applicant information will be deleted within 3 months of finalising the vacancy.

5. IMPORTANT

- ❖ The information will be kept confidential and used for the above-mentioned purposes only.
- ❖ Should you be employed, this document will form part of your employment pack and remain on your personnel file
- ❖ If at any time, you would like to withdraw your consent given below, kindly inform the HR Department of this fact immediately and in writing.

6. APPLICANT AGREEMENT

Please confirm whether you agree to the above:		
Name & surname	Signature	Date today

APPLICATION FOR EMPLOYMENT

1. PERSONAL INFORMATION

Surname:		Known as:	
Full names:			
ID number:		Mobile nr:	
Email address:			

2. RACE, GENDER AND DISABILITY STATUS

In terms of the relevant legislation, "designated groups" mean black people, women and people with disabilities who, a) are citizens of the Republic of South Africa by birth or descent, or b) became citizens by naturalization

i) before 27 April 1994 or

ii) after 26 April 1994 and would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by Apartheid policies.

Race:		Gender:	
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In terms of the relevant legislation, "people with disabilities" are defined as individuals who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into or advancement in employment.

Specify nature of disability and how this impacts on you:	
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3. SECONDARY EDUCATION

School name:			
Highest grade:		Nqf level:	
Completed:	Yes / No	Year completed:	

4. TERTIARY EDUCATION

	QUALIFICATION 1	QUALIFICATION 2	QUALIFICATION 3
University/Institute:			
Qualification name:			
Qualification level - please indicate with an X:	Masters/Doctorate	Masters/Doctorate	Masters/Doctorate
	Honours Degree	Honours Degree	Honours Degree
	Degree	Degree	Degree
	4-year diploma	4-year diploma	4-year diploma
	3-year diploma	3-year diploma	3-year diploma
	Other	Other	Other
Completed:	Yes / No	Yes / No	Yes / No
Date completed:			

5. SYSTEMS EXPERIENCE

System name	Basic/Intermediate/Advanced	System name	Basic/Intermediate/Advanced
MS Outlook		Other 1	
MS Excel		Other 2	
MS Word		Other 3	

6. PROFESSIONAL ASSOCIATIONS

Please provide details of any professional associations/registrations

7. PSYCHOMETRIC ASSESSMENTS

I confirm that I am comfortable and willing to complete psychometric assessments and I agree that this information will be used in the recruitment and selection process	Yes / No
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8. CRIMINAL BACKGROUND

Do you have a criminal record?		If yes, provide details please:	
Do you have any pending criminal charges?			

9. RESTRAINT OF TRADE

Take note that it is critical that you actively investigate your previous employment relationships to determine if you have any active or valid restraint of trades in place. Please declare this below.

Do you have an active, current or valid restraint of trade?	Yes / No
If yes, please provide details:	

10. RELATIONSHIPS

Please list any relationship you have with current or prospective employees:

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11. OTHER BUSINESS INTERESTS

Are you currently or in the past twelve months, been involved in or had/had interests in other businesses?	Yes / No
If yes, please provide details:	

12. DIRECTORSHIPS

Are you currently or in the past twelve months acted as or were appointed as a director or member of any entity?	Yes / No
If yes, please provide details:	

13. DRIVERS LICENCE

If and where required for the vacancy applying for:

Valid drivers license:		License type:	
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14. PSIRA

Are you currently registered with Psira?	Yes / No
If yes, please provide your registration number and highest Psira level achieved:	

By signature of this document I agree to the following:

- ❖ That the company falls under the auspices of Psira (The private security industry regulatory act) which requires certain employees to successfully register with Psira at a specific level
- ❖ Should I receive an offer of employment from the company, I understand and agree that this offer of employment and/or my appointment and/or my continued employment with the company will be dependent on my successful registration with Psira at the appropriate grade by the provided timeline/deadline.
- ❖ That my successful Psira registration is dependent on a) having no criminal record b) successful completion of the training and assessment, c) the completion and submission of the documentation required to complete this registration process
- ❖ I agree that should I fail to attend the training and/or fail to successfully complete the training, assessment or registration process, the company may deduct from my salary any associated costs.
- ❖ Finally, I confirm that I have been informed that it remains my responsibility to ensure that I attend the training, complete the assessment and registration process so ensuring that I am appropriately registered with Psira within the probationary period, failing which my employment will automatically come to an end on the last day of the my three (3) months probation

15. PREVIOUS EMPLOYMENT & WORK HISTORY

How many years' experience have you gained in positions that are <u>exactly</u> the same or <u>very similar</u> to the position that you are now applying for:	
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15.1. Current or last employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	

Reported to:		Job title:	
Contact nr:		May we contact this referee:	Yes or No

15.2. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	

Reported to:		Job title:	
Contact nr:		May we contact this referee:	Yes or No

15.3. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	

Reported to:		Job title:	
Contact nr:		May we contact this referee:	Yes or No

15.4. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	

Reported to:		Job title:	
Contact nr:		May we contact this referee:	Yes or No

15.5. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	

Reported to:		Job title:	
Contact nr:		May we contact this referee:	Yes or No

15.6. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	
Reported to:		Job title:	
Contact nr:		May we contact this referee: Yes or No	

15.7. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	
Reported to:		Job title:	
Contact nr:		May we contact this referee: Yes or No	

15.8. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	
Reported to:		Job title:	
Contact nr:		May we contact this referee: Yes or No	

15.9. Previous employment

Company:		Job title:	
Main purpose of job:			
From:	yyyy/mm/dd	Until:	yyyy/mm/dd
Years & months:			
Reason for leaving:			
How similar is this post to the position that you are now applying for:			
Not at all the same	Somewhat similar	Very similar	
Reported to:		Job title:	
Contact nr:		May we contact this referee: Yes or No	

16. SIGNATURES IN AGREEMENT AND ACKNOWLEDGEMENT

Please indicate your acknowledgement/agreement and/or confirmation and/or consent in terms of the above by writing "I agree":			
	Employee	Manager	IT employee
Signature			
Name and surname			
Date			