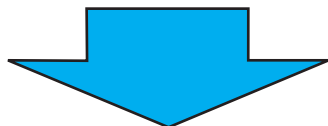




# APPLICATION FOR EMPLOYMENT



## WHAT IS THE PURPOSE OF THIS FORM

To assist Inkomati-Usuthu Catchment Management Agency (IUCMA) in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. 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 Inkomati-Usuthu Catchment Management Agency (IUCMA).

## 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 Inkomati-Usuthu Catchment Management Agency (IUCMA) 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 – Applicants with substantial qualifications or work experience must attach a CV.

6 – The application form must be completed in your own **handwriting**. All instructions on the application form must be adhered to. Failure to do so may result in the application being turned down.

7 - Preference will be given to South African citizens.

8 - Attach certified ID, valid drivers licence, qualification and professional membership.

9 - No email or faxed application will be accepted. Only handwritten completed form will be accepted.

A. THE ADVERTISED POST		Indicate reference number (as stated in the advert):	
Position applied (as advertised):			
Did you apply for any other post in this advertisement?		Yes	No
If yes, specify the post reference numbers:			
If you are offered the position, when can you start OR how many days notice must you serve with your current employer?			
How did you know about the advertisement?			
Tick below:			
Newspaper advertisement	IUCMA website	Word of mouth	Previous colleague
Friend working at the IUCMA	Friend not working at the IUCMA	Relative working at the IUCMA	Relative not working at the IUCMA
Other	If you choose other specify:		
Any relatives and previous colleagues employed by the Inkomati-Usuthu Catchment Management Agency?		Yes	No
If yes state their names and surnames:			
Do you meet the requirements of the Post as advertised?		Yes	No
Please indicate the requirement you meet below as advertised:			
Academic qualification	Yes	No	
Relevant experience	Yes	No	
Professional registration	Yes	No	
Knowledge	Yes	No	
Skills	Yes	No	
Competencies	Yes	No	

B. PERSONAL INFORMATION				
Surname				
First names				
Date of birth				
Identity number <sup>2</sup>				
Race <sup>3</sup>	African	White	Couloured	Indian
Gender <sup>3</sup>	Female		Male	
Valid driver's License (attach proof)	Yes		No	
Own transport	Yes		No	
Do you have a disability? <sup>3</sup>	Yes		No	
If yes, state what kind of a disability?				

Are you a South African citizen?	<b>Yes</b>	<b>No</b>
	If no, state your nationality?	
And do you have a valid work permit?	<b>Yes</b>	<b>No</b>
If your profession or occupation requires State or official registration, provide date and particulars of registration		
If you are not a South African citizen or with permanent residence, do you have the required permit to take employment in South Africa?	<b>Yes</b>	<b>No</b>
Are there any disciplinary action against you currently (pending/in process)?	<b>Yes</b>	<b>No</b>
If yes, state the details		
Have you ever been dismissed from employment?	<b>Yes</b>	<b>No</b>
If yes, state the details		

<b>C. SECURITY INFORMATION</b>
Have you ever been convicted in any criminal offence?
If yes, please provide details of the offence, place, result and date
Has a security clearance ever been refused or cancelled?
If yes, explain

<b>D. HOW DO WE CONTACT YOU?</b>			
Preferred language for correspondence			
Telephone/cellphone number during office hours			
Preferred method for correspondence	<b>Post</b>	<b>Email</b>	<b>Fax</b>
Correspondence contact details (in terms of above)			

<b>E. LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'</b>								
	Languages (specify)							
Speak								
Read								
Write								

F. QUALIFICATIONS <sup>5</sup>			
Secondary School qualification			
Name of School/Technical College	Highest qualification obtained (Matric/Grade 12)		Year obtained
Tertiary education (complete for each qualification you obtained)			
Name of institution	Completed qualification	Major subjects/courses	Year obtained
Current study (institution and qualification):			

G. WORK EXPERIENCE <sup>5</sup> (start with the current/latest employer)								
Are you currently employed?						Yes	No	
Employer	Post held	From		To		Reason for leaving	Basic salary:	Total remuneration (including benefits):
		MM	YY	MM	YY			
<b>Required or expected salary (excluding benefits) (please state the amount)</b>					<b>Required or expected total remuneration (including benefits) (please state the amount)</b>			

H. REFERENCES (state three of them)		
Name	Relationship to you (Direct/indirect supervisors excluding friends)	Tel/Cell No. (office hours)

I. 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 dismissal if I have been appointed:	
Signature	Date: