BOLAND
college • kollege

EMPLOYMENT APPLICATION

HUMAN RESOURCES
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WHAT IS THE PURPOSE OF THIS FORM?
To assist Boland College 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.

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 College 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.

A. THE ADVERTISED POST	
Position for which you are applying (as advertised)	Campus/Site 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?

B. PERSONAL INFORMATION				
Surname				
First Names				
Address				
Date of Birth			Age	
ID Number[2]				
Valid Drivers Licence	Yes	No	Code	
Race[3]	African	White	Coloured	Indian
Gender[3]			Female	Male
Do you have a disability?			Yes	No
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
And do you have a valid work permit?			Yes	No
Have you ever been convicted of a criminal offence or been dismissed from employment?[4]			Yes	No
Are you currently receiving any pension from the South African Government?			Yes	No

C. HOW DO WE CONTACT YOU?			
Preferred language for correspondence			
Telephone number during office hours	( )		
Preferred method for correspondence	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
Languages (specified)						
Speak						
Read						
Write						

E. EDUCATION (Attach copies of certificates including Matric)		
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
Current study (Institution and qualification)		

F. WORK EXPERIENCE						
Employer (Including current employer)	Position held	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in the FET College sector, indicate whether any condition exists that prevents your re-employment					Yes	No
If yes, provide the name of the previous employing FET College						

G. COMPUTER LITERACY

H. REFERENCES (Please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

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. I hereby agree that Boland College may conduct verification checks as part of the recruitment process as prescribed by PSR 1/VII/D8.			
Signature		Date	