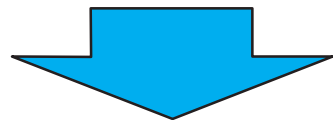




Application for Employment

Indicate reference number (as stated in the advert):



WHAT IS THE PURPOSE OF THIS FORM

To assist, the North West Development Corporation (NWDC) in selecting a person for the 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 North West Development Corporation (NWDC).

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 North West Development Corporation (NWDC) 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.

A. THE ADVERTISED POST

Position applied (as advertised):

Did you apply for any other post in this advertisement?	Yes	No
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If yes, specify the post reference numbers:

If you are offered the position, when can you start OR how much notice must you serve with your current employer?

How did you know about the advertisement?

Tick below:

Newspaper advertisement		NWDC website		Word of mouth		Previous colleague	
Friend working at the NWDC		Friend not working at the NWDC		Relative working at the NWDC		Relative not working at the NWDC	

Other If you choose other specify:

Any relatives and previous colleagues employed by the North West Development Corporation?	Yes	No
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If yes, state their names, surnames and the relationship (e.g. Relative. Previous Supervisor or Colleague etc.)

Do you meet the requirements of the Post as advertised?	Yes	No
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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 ²				
Race ³	African	White	Coloured	Indian
Gender ³	Female		Male	
Valid driver's License	Yes		No	
Own transport	Yes		No	
Do you have a disability? ³	Yes		No	

If yes, state what kind of a disability?

Are you a South African citizen by birth?	Yes	No
	If not, South African by birth, what is your nationality?	
And do you have a valid work permit?	Yes	No
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?	Yes	No
Are there any disciplinary actions against you currently (pending/in process)?	Yes	No
If yes, state the details		
Have you ever been dismissed from employment?	Yes	No
If yes, state the details		

C. SECURITY INFORMATION
Have you been convicted of a criminal offence or been dismissed from employment? ⁴
If yes, please provide details of the offence, place, result and date
Has a security clearance ever been refused or cancelled?
If yes, explain

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

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

F. QUALIFICATIONS⁵			
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 EXPERIENCE⁵ (Start with the current/latest employer)								
Have you been dismissed from employment?						Yes	No	
Are you currently employed?						Yes	No	
Employer (including current employer)	Post held	From		To		Reason for leaving	Employer Human Resource Personnel Contact Details:	Total remuneration (including benefits):
		MM	YY	MM	YY			
Required or expected salary (excluding benefits)				Required or expected total remuneration (including benefits)				

H. REFERENCES (Minimum of three contactable references)			
Name	Relationship to you (Direct/indirect supervisors excluding friends)	Tel and Cell No. (office hours)	E-mail Address

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 discharge if I am appointed:

Signature

Date:

NWDC CONTACT PERSONS DETAILS

Ms Phemelo Matli/ Ms Mmathapelo Tamako

PHYSICAL ADDRESS

North West Development Corporation, Head Office, 22 James Watt Crescent, Industrial Sites, Mahikeng

E MAIL ADDRESS

recruitment@nwdc.co.za