

RECRUITMENT FORM



IMPORTANT: WE DO NOT INTERVIEW ALL CANDIDATES WHO APPLY. PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE AS IT IS OUR ONLY INDICATION OF YOUR POTENTIAL AT THIS STAGE.

1 PERSONAL DETAILS

Position:		Reference No:	
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Surname: _____ Unique No.(Eskom employees only): _____

First Names: _____

Postal Address: _____
 _____ Code: _____

Home Address: _____
 _____ Code: _____

Nationality: _____ Place of birth: _____

Are you a permanent resident of South Africa? _____ Permanent residence permit number? _____

Contact telephone numbers
 Home: _____ Code: _____
 Work: _____ Code: _____

2
EMPLOYMENT RECORD

BEGIN WITH YOUR CURRENT JOB

	Name & Address of Employer	Position held	Period		Brief Descriptions of Duties
			From	To	
5.1	Current employer				
5.2	Previous employer				
5.3					
5.4					
5.5					
5.6					
5.7					
5.8					

3 EDUCATION AND TRAINING RECORDS

Highest Qualification

Certificate/Diploma/Degree: _____

Name of institution: _____

Date: From: _____ Date: To: _____

Study discipline or major subjects:

1		5	
2		6	
3		7	
4		8	

3.1 Apprenticeship and when completed _____

3.2 Membership of professional institutes/associations _____
Date(s) admitted _____

3.3 If you are currently studying, give full details _____

3.4 Any other courses completed _____

4 PARTICULARS OF INCOME AND REFERENCES

External Applicants Only

3.4 Present or last basic salary	R		per year
3.5 Allowances (Specify) Telephone	R		per year
3.6 Bonus	R		per year
3.7 Housing subsidy	R		per year
3.8 Other (Specify) LONG SERVICE	R		per year
3.9 Total income	R		per year

Please Note: On appointment, proof of salary may be required.

Please give the name of two people who can give you a reference concerning your character and work performance.

Organisation	Name and Position	Code	Telephone number

Read carefully before signing: I certify that the information on this form is true and accurate to the best of my knowledge. I understand that false or incomplete information may constitute grounds for dismissal and an investigation may be made of my background and used relative to my employment status. I also authorise my former employers and any other persons or organisations to provide any information that they may have about me and I release all concerned from any liability in connection herewith.

MY CURRENT EMPLOYER WILL NOT BE CONTACTED WITHOUT MY SPECIFIC PERMISSION.

Signature of Applicant

Date

PART TWO
EMPLOYMENT DETAILS
 (To be completed by external applicants for staff records)

4.1 Surname: _____ Ms/Mr/Mrs/Miss/Dr/Prof. _____

4.2 Initials: _____

4.3 Date of birth: _____

4.4 Marital status:

Single

Married

4.5 Dependants/Children : Number: Ages:

4.6 Identity number:

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4.7 Conditions of health: Give details and date of operations undergone, serious illness, mental or physical defects

4.8 Have you ever been medically boarded or declared unfit for work by a previous employer?
 If so, please give details

4.9 Do you possess a valid driver's licence? (State classes of vehicles) _____ Code: _____

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 Date