|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Name:** |  | | |
| **Date of Application:** |  | | |
| **PRIVATE & CONFIDENTIAL** | | | |
| **Position Applied for:** | |  | |
| **Branch /Department:** | |  | |
| **Date Available:** | |  | |
| **Salary Required:** | |  | |
| **PERSONAL DETAILS** | | | |
| **Title (Mr/Mrs/Miss/Ms/Mx etc.):** | |  | |
| **Surname:** | |  | |
| **First Name:** | |  | |
| **Preferred / Known as name:** | |  | |
| **Home Address** (*where you currently reside)* including Postal Code: | |  | |
| **Postal Address** (*if different from home address*) including Postal Code: | |  | |
| **Home Telephone Number** | | **Mobile:** | **Landline:** |
| **Work Telephone Number** | | **Mobile:** | **Landline:** |
| **Email Address:** | |  | |
| **Date of Birth:** | |  | |
| **Marital Status:** | |  | |
| **Number of Dependents:** | |  | |
| **Nationality:** | |  | |
| **Tax Number:** | |  | |
| **Identity Number:** | |  | |
| **Spouse’s Name:** | |  | |
| **Spouse’s Contact Number:** | |  | |
| **Spouse’s Employer:** | |  | |
| **Revenue Office:** | |  | |
| **BANKING DETAILS** | | | |
| **Bank Name:** | |  | |
| **Branch Name/Code:** | |  | |
| **Account Number:** | |  | |
| **Account Type:** | |  | |
| **EMPLOYMENT EQUITY DETAILS** | | | |
| Please note that the following questions are intended for use in determining the Company’s equity statistics, for purposes of the Employment Equity Act. If you have any objections to supplying the required information, please discuss with the interviewer. | | | |
| **Religion:** | |  | |
| **Race:** | |  | |
| **Gender:** | |  | |
| **Disability:** | |  | |
| **Type of Residence:** | |  | |
| **Travel Distance to Work:** | |  | |
| **Daily Cost of Transport:** | |  | |
| **Means of Transport:** | |  | |
| **SCHOOL EDUCATION** | | | |
| **Name of School:** | |  | |
| **Geographic Location:** | |  | |
| **Highest Standard Passed:** | |  | |
| **Subjects Passed:** | |  | |
| **Symbols Obtained:** | |  | |
| **POST SCHOOL EDUCATION** | | | |
| **Institution:** | |  | |
| **Degree/Diploma:** | |  | |
| **Major Subjects Passed:** | |  | |
| **Part/Full Time:** | |  | |
| **Academic Achievements:** | |  | |
| **GENERAL DETAILS** | | | |
| **Do you hold a valid driving license? *Please furnish code and license number:*** | |  | |
| **Have you ever been convicted of a criminal offense? Please furnish details:** | |  | |
| **Do you suffer from any chronic disease or disability? Please furnish details:** | |  | |
| **Are you related to any employee of the company? Please furnish details:** | |  | |
| **Do you have any adverse credit reports? Please furnish details:** | |  | |
| **Have you previously applied to this company? Please furnish details:** | |  | |
| **Are you willing to travel in the course of your duties?** | |  | |
| **Do you have the right to work in South Africa?** | |  | |
| **If ‘No’, when is your Work Permit / Visa due to expire?** | |  | |
| **RECORD OF CURRENT EMPLOYMENT** | | | |
| **Employer’s Name:** | |  | |
| **Telephone Number:** | |  | |
| **Employer Address** | |  | |
| **Period Employed:** | |  | |
| **Position Held:** | |  | |
| **Immediate Superior and Position Held:** | |  | |
| **Nature of contract** (*e.g., Permanent, Temporary or Fixed Term, Contractor or Self-Employed*) | |  | |
| **Salary:** | |  | |
| **Benefits:** | |  | |
| **Reason for Leaving:** | |  | |
| **RECORD OF PREVIOUS EMPLOYMENT** | | | |
| **Employer’s Name:** |  | | |
| **Period of Service:** |  | | |
| **Position Held:** |  | | |
| **Reason for Leaving:** |  | | |
| **Superior’s Name and Position Held:** |  | | |
|  | | | |
| **Employer’s Name:** |  | | |
| **Period of Service:** |  | | |
| **Position Held:** |  | | |
| **Reason for Leaving:** |  | | |
| **Superior’s Name and Position Held:** |  | | |
|  | | | |
| **Employer’s Name:** |  | | |
| **Period of Service:** |  | | |
| **Position Held:** |  | | |
| **Reason for Leaving:** |  | | |
| **Superior’s Name and Position Held:** |  | | |
|  | | | |
| **Employer’s Name:** |  | | |
| **Period of Service:** |  | | |
| **Position Held:** |  | | |
| **Reason for Leaving:** |  | | |
| **Superior’s Name and Position Held:** |  | | |
|  | | | |
| **Please account for any period of unemployment of three months of longer:** |  | | |
| **In your opinion, is there any information that you should disclose to us which may have a material impact on the employment relationship (e.g. an interest in competing company)?** |  | | |

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| **PLEASE SUBMIT THIS COMPLETED FORM, TOGETHER WITH YOUR**  **COVER LETTER AND CV TO** [AAA.Careers@cwgc.org](mailto:AAA.Careers@cwgc.org) |

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| **APPLICANT’S DECLARATION** |

I declare that the information furnished by me in this application, cv and cover letter is true and correct and is material to the employment relationship. I hereby consent to the company conducting and investigating into the matters mentioned above, and/or any other matter that may have a bearing on the employment relationship.

Yours sincerely

Name Surname

Title

I further declare that should it be found that any of the above information is not true or correct, this shall be sufficient grounds for the refusal of my application for employment or for the termination of my contract of employment whichever the case may be.

Name of Applicant: Signature: Date: