## Description: http://upload.wikimedia.org/wikipedia/en/2/2d/Tut_Logo.png

## Employment Application

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| POSITION  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF POSITION** |  | **REFERENCE NUMBER** |  |
| **DEPARTMENT** |  | **CURRENT TOTAL COST TO COMPANY** |  |

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| **BIOGRAPHICAL INFORMATION** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TITLE**  |  | **SURNAME** |  | **FULL NAMES** |  |
| **RACE\* (Tick)** | **Black** | **White** | **Colored** | **Asian**  | **GENDER** | **M** | **F** | **MARITAL STATUS** | **YES**  | **NO** |
| **ID/PASSPORT NUMBER** |  | **DATE OF BIRTH** |  | **NATIONALITY** |  |
| **DRIVER’S LICENCE****CODE:**  | **YES** | **NO** | **WORK PERMIT NO:** |  | **TAX NR:** |  |
| **DO YOU HAVE A DISABILITY? IF YES PLEASE STATE ON THE RIGHT** | **YES** | **NO** |  |
|  **DO YOU KNOW ANYONE WITHIN THE INSTITUTION? IF YES PLEASE STATE THE RELATIONSHIP**  | **YES** | **NO** |  |
| **HOME NUMBER** |  | **CELL NUMBER** |  | **ALTERNATIVE NUMBER** |  |
| **EMAIL ADDRESS** |  | **WORK NUMBER** |  |
| **PHYSICAL ADDRESS** |  |
| **POSTAL ADDRESS** |  | **POSTAL CODE** |  |
| **NEXT OF KIN** | **RELATIONSHIP** |  |
| **TITLE** |  |  **SURNAME** |  | **FULL NAMES** |  |
| **DEPENDENTS****NAME** |  **SURNAME** | **RELATIONSHIP** | **DATE OF BIRTH** |  |
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*\* Information required for biographical and statistical reporting purposes*

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| **LANGUAGE PROFICIENCY (state – good, fair or poor)**  |

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| --- | --- |
|  | **SPECIFY LANGUAGES - state ‘good ’ , ‘ fair ‘ or ‘ poor ‘**  |
|  | **English** | Afrikaans | Other : | Other : | other |
| **SPEAK** |  |  |  |  |  |
| **READ** |  |  |  |  |  |
| **WRITE** |  |  |  |  |  |

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| **QUALIFICATIONS** |

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| --- | --- | --- |
| **NAME OF SCHOOL/TECHNICAL COLLEGE** | **HIGHEST GRADE PASSED** | **YEAR OBTAINED** |
|  |  |  |
| **TERTIARY EDUCATION** |
| **NAME OF INSTITUTION** | **QUALIFICATION OBTAINED****(*start with current/most recent)*** | **YEAR OBTAINED** |
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| **WORK HISTORY** |

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| **EMPLOYER*****(start with current)*** | **POSITION HELD** | **FROM** | **TO** | **REASON FOR LEAVING** |
| **MM** | **YY** | **MM** | **YY** |
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| **REFERENCES** |

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| **EMPLOYER** | **REFEREE*****(someone you reported into)*** | **POSITION OF REFEREE** | **CONTACT NUMBER*****(preferably landline or e-mail address)*** |
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| **DECLARATION** |

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| *I declare that all the information provided (including any attachments and CV) 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 am appointed. I hereby acknowledge that all information within this application remains the property of Tshwane University of Technology. I accept that the information can be verified.* *APPLICANT NAME SIGNATURE DATE N*  |

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| **OFFICE USE** |
| **HRBP** | **HR MANAGER** | **HR ADMINISTRATORS** | **SYSTEMS MANAGER** | **REGISTRY** |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Stamp: | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Stamp: |