

SECTION 1: Attract and Select

TOOL 1.2: JOB APPLICATION FORM

Purpose	This three-page standard application form includes the essential biodata and information on work experience required from a job applicant, in order for the prospective employer to be able to make a shortlisting decision. Please note: Labour laws preclude certain information from being required on an application form.
Content	<ol style="list-style-type: none">1 Bio data2 Education and training3 Employment and work experience4 References
Application	<p>It is more difficult to shortlist applicants for a job if they provide their own curriculum vitae (CV) in a variety of formats, styles and lengths.</p> <ol style="list-style-type: none">a Ask that applicants complete the standard application form in their own handwriting, even if they have already provided their CVb Shortlist candidates by measuring the CV against the job description. Use TOOL 1.1: JOB DESCRIPTION TEMPLATE which should always be completed prior to the recruitment process.

JOB APPLICATION FORM

(To be completed by all applicants in their own handwriting)

Position applied for			
Full names	First name	Middle name	Surname/family name
Contact address	<hr/> <hr/>		
Contact telephone numbers	Home	Work	Mobile
Citizenship(s)			
Valid driver's licence	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Code or type: _____
Health	Please state whether you have any medical or physical condition that will prevent or hinder you from carrying out the duties of the position you are applying for <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please elaborate: <hr/>		
School education	* Highest school grade	Name of school	Year completed
Post-school education (include three highest qualifications)	* Degree/diploma	Educational institution	Year completed
Other relevant training completed (include a maximum of three)	* Name/type of course	Educational institution/provider	Year completed
* You will be required to provide a certified copy of all educational/training certificates during the final shortlisting stage.			

Languages (List no more than three)	Indicate level of proficiency in terms of weak/fair/good		
	Speak (W/F/G)	Read (W/F/G)	Write (W/F/G)
Language 1			
Language 2			
Language 3			
Employment and work experience Start with your most recent employer and include no more than three jobs	Company 1	Position held	From... to...
	Main duties:		
	Reasons for leaving this job:		
	Company 2	Position held	From... to...
	Main duties:		
	Reasons for leaving this job:		

Employment and work experience: Start with your most recent employer and include no more than three jobs	Company 3	Position held	From... to...
	Main duties:		
	Reasons for leaving this job:		
References	Provide full details of at least one employer and one personal reference that our recruiters may contact with your permission. It is common courtesy to ask referees beforehand if they are prepared to provide a reference on your behalf.		
Contact person	Position in organisation or nature of personal relationship with applicant	Name of organisation (if relevant)	Contact telephone number(s)

I declare that the information given in this form is correct. I understand and accept that any misrepresentation will automatically and immediately lead to this application being rejected, or if the application is successful, a disciplinary investigation with summary dismissal as the possible consequence. I furthermore specifically and willingly permit the company to undertake any credit or criminal charge checks that it may deem appropriate, and state that to my knowledge I have no financial or criminal offences, past or pending, that would preclude me from normal employment.

Full name: _____ Date: _____

Signature: _____