



a world class African city



JOHANNESBURG WATER APPLICATION FOR EMPLOYMENT

(Internal and External)

PLEASE NOTE THE FOLLOWING

1. This form must be completed in your **OWN** handwriting.
2. Please complete **ONE** application form for every position applied for.
3. Originals of your identity document, testimonials, certificates and documents must be produced to register qualifications claimed when a job offer is made.
4. Your appointment is subject to a medical examination where it is a safety requirement.
5. If after your appointment it is established that you have given false information you will be liable to instant dismissal.
6. Applications must reach the Recruitment Application Box as indicated on the Circular not later than the closing date and time

APPLICANT	
INTERNAL <input type="checkbox"/>	EXTERNAL <input type="checkbox"/>
SAP Number: _____	
Place of Work: _____	
Dr / Mr / Ms: (Initials and Surname): _____	
Position applied for: _____ Post Number _____	
As advertised in: _____ Date _____	
Reference Number / Circular Number: _____	

PERSONAL PARTICULARS

SURNAME: _____

FIRST NAMES: _____

HOME ADDRESS: _____

POSTAL ADDRESS: _____

_____ CODE: _____

TELEPHONE NUMBERS HOME (CODE: _____) _____

WORK (CODE: _____) _____

CELLULAR; _____

E-MAIL ADDRESS: _____

INFORMATION REQUIRED FOR EMPLOYMENT EQUITY COMPLIANCE(Please tick ✓ in the correct) AFRICAN COLOURED INDIAN WHITE (Please tick ✓ in the correct) FEMALE MALE

DATE OF BIRTH _____ IDENTITY NUMBER _____

HOME LANGUAGE: _____

FLUENCY IN OTHER LANGUAGES: _____

NATIONALITY: _____

GENERAL INFORMATION REQUIREDDO YOU HAVE A DRIVER'S LICENCE? YES NO

IF YES, PLEASE PROVIDE LICENCE CODE _____

DO YOU HAVE A PDP? YES NO HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THIS ORGANISATION? YES NO

IF YES, FOR WHICH PERIOD: _____ IN WHICH DEPARTMENT: _____

DO YOU SUFFER FROM ANY HEALTH CONDITION THAT WOULD LIMIT YOUR ABILITY TO PERFORM THE TASK REQUIRED BY THE POSITION? (Please ✓ in the correct) YES NO

IF YES, PLEASE PROVIDE DETAIL _____

ARE YOU A PERSON WITH A DISABILITY?

(Please ✓ in the correct)

YES NO

IF YES, PLEASE PROVIDE DETAIL

PERMANENT RESIDENT IN SA

YES NO

SCHOOL EDUCATION

HIGH SCHOOL ATTENDED	FROM	UNTIL	HIGHEST STANDARD PASSED	FINAL YEAR SUBJECTS

HIGHER EDUCATION

COLLEGE/UNIVERSITY ATTENDED	FROM	UNTIL	DEGREE/ DIPLOMA STUDIED	COMPLETED YES / NO	MAJOR SUBJECTS PASSED

ARE YOU REGISTERED WITH ANY PROFESSIONAL BODY? YES NO

(IF YES List the name of the registration body below)

DO YOU HAVE TRADE TEST CERTIFICATE

YES NO

(IF YES please specify the Trade Test field below)

MAY WE REFER TO YOUR PRESENT EMPLOYER?

YES NO

(Please ✓ in the correct)

INDICATE THOSE EMPLOYERS WE CAN CONTACT TO OBTAIN REFERENCES:

Please note that the referee must be your Manager or Supervisor

NAME & SURNAME	COMPANY	POSITION	CONTACT

EARLIEST DATE OF COMMENCEMENT: _____

EMPLOYMENT HISTORY

(Please provide the most recent employment first)

NAME OF EMPLOYER	PERIOD OF SERVICE		FINAL SALARY	POSITION HELD	FUNCTIONS AND DUTIES (Include specific skills and experience obtained)	REASON FOR LEAVING
	FROM MONTH & YEAR	TO MONTH & YEAR				

The information contained in this form will be treated as private and confidential.

I certify that the above information is true and I understand that any false statements or omissions herein could render any contract of employment concluded null and void.

I understand that reference checks will be made and that permitted psychometric and other tests / role plays, etc may be used as part of the process.

APPLICANT'S SIGNATURE

DATE