



A. ADVERTISED POST

Position for which you are applying (as advertised)	Location
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B. PERSONAL INFORMATION

Surname							
Maiden Name							
First Names							
Date of Birth							
Age							
ID/Passport Number							
Race (EE)	<i>African</i>		<i>White</i>		<i>Coloured</i>		<i>Indian</i>
Gender	<i>FEMALE</i>			<i>MALE</i>			
Residential Address							
Postal Address							
Contact Numbers	(w)			(cell)			
	(h)			(fax)			
Marital Status	Married			Divorced			
	Single			Widow			
Are you a South African Citizen?	YES			NO			
If no, what is your Nationality							
Do you have a valid work Permit?	YES		NO	EXPIRY DATE			
Do you have a disability?	YES		NO	PLEASE SPECIFY			

C. LANGUAGE PROFICIENCY

	Languages (specified)					
	E.g. English					
Speak						
Read						
Write						

D. COMPUTER LITERACY			
	Proficiency		
	Beginner	Intermediary	Advanced
MS Word			
MS Excel			
MS PowerPoint			
MS Outlook			
MS Projects			
Other			
Other			
Other			

E. EDUCATION HISTORY		
Name of School	Highest Standard/Grade Passed	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. COURSES COMPLETED		
Name of Course	Name of Institution	Date

G. EMPLOYMENT HISTORY						
Are you currently employed	YES			NO		
Organisation	Position	From		To		Reason for Leaving
		MM	YY	MM	YY	

H. OFFENCES				
Have you ever been convicted of an offence?		YES		NO
If Yes, provide details as listed below:				
Nature of Offence	Date	Place where offence was committed	Sanction	

I. GENERAL				
Do you have a valid driver's license?		YES		NO
Do you have your own vehicle?		YES		NO
What is your current CTC?				
What is your salary expectation?				
What is your notice period?				

J. PROFESSIONAL REFERENCES (PERSONS YOU REPORTED TO)		
Name & Surname	Designation	Contact No.

K. WAIVER OF APPLICATION	
<p>In exchange for the consideration of my job application by HWSETA, I hereby agree and certify that:</p> <ol style="list-style-type: none"> 1. The information on this form is true and accurate to the best of my knowledge; 2. I understand that false, inaccurate or misleading information, in this application, will constitute sufficient cause for refusal of hire or may result in my termination due to dishonesty; 3. Neither the acceptance of this application nor any subsequent interview(s), either for the position applied for or any other position, shall serve to create an actual or implied expectation of an offer of employment and I realize that the completion of this form gives me no rights which I do not currently have; 4. I authorise the company to verify all statements contained in this application concerning my education, employment experience/history and all other aspects of my background relevant to my proposed employment, including contacting schools, previous employers, references and similar institutions. 5. I hereby grant the HWSETA access to use and/or save the above information in accordance with the Protection of Personal Information (PoPI) Act. 	
Applicant Signature:	Date: