APPLICATION FOR EMPLOYMENT

Instruction:

Please complete all the fields where applicable and attach supporting documentation where stated.

|  |  |
| --- | --- |
| DATE OF APPLICAION |  |

|  |  |  |
| --- | --- | --- |
| 1. ADVERTISED POSITION | | |
| Position Applied for | | Department/Branch |
| Reference number | | Notice Period |
| Current Salary | | Cost to Company |
| 2. PERSONAL INFORMATION | | |
| Name: |  | |
| Date of Birth: |  | |
| ID No/ Passport No: |  | |
| Postal Address: |  | |
|  | |
|  | |
| Physical Address: |  | |
|  | |
|  | |
| Tel No/ Cell No: |  | |
| E-mail -Address: |  | |

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| Please tick the appropriate box by marking with the cross | | | | | |
| Race | African | White | Coloured | Indian | Asian |
| Gender | | | | Male | Female |
| Do you have a disability? | | | | YES | NO |
| If yes what type of disability? | | | | | |
| Are you a South African Citizen? | | | | YES | NO |
| If not what is your nationality? | | | | | |
| Do you have valid work permit? | | | | YES | NO |
| Do you have a family and or a relative employed at MiTek? | | | | YES | NO |
| If yes, please disclose their name(s)? | | | | | |
| Have you been convicted of any criminal offence? | | | | YES | NO |
| If yes what was the reason? | | | | | |
| Have you been dismissed from employment? | | | | YES | NO |
| If yes what was the reason? | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. EDUCATION (Please attach the certified copies of the Qualifications) | | | | | | | | | | | |
| Type | | Name | | | Qualification Obtained | | | | Major Subject | | |
| High School | |  | | |  | | | | 1.  2.  3.  4. | | |
| Tertiary Education | |  | | |  | | | | 1.  2.  3. | | |
| Specialized Training, Trade School, etc…. | |  | | |  | | | | 1.  2.  3. | | |
| Other Qualification | |  | | |  | | | | 1.  2.  3. | | |
| Current Studies: | |  | | |  | | | | 1.  2.  3. | | |
| Professional Accreditation | | Name | | | Registration No | | | | Date Registered | | |
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|  | |  | | |  | | | |  | | |
| Comments: | | | | | | | | | | | |
| 4. WORK EXPERIENCE (Begin with the most Recent Position) | | | | | | | | | | | |
| Start  Date | End  Date | | Company Name | | | Location | | Job Title | | Reason for leaving | |
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| 5. REFERENCES | | | | | | | | | | | |
| Name | | | | Position | | | Company | | | | Contact Details |
|  | | | |  | | |  | | | |  |
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| Declaration | |
| I declare that all the information provided (including any attachments) are completed and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or being dismissed if I am already appointed | |
| Signature: | Date: |