

Section Two

RECRUITMENT - APPLICATION FORM



IMPORTANT NOTE

Pro forma

GENERAL DISCLAIMER OF LIABILITY

ISASA Pro Forma Document Version 2024

As the most basic employment documents (contracts, codes, policies and procedures) may relate to complex principles in law, care has been taken by the developers of this 'Pro Forma' document to use the most appropriate phrases and terminology, with specific intentions and intended legal consequences.

As a Pro Forma (standardised draft) document, the attached should be appropriately and properly 'customised' by the user to suit their requirements. In light of the legal nature of the attached Pro Forma, any changes, additions or deletions made to the document provided will have a significant impact on the meaning and effect of the document concerned. The user of the Pro Forma must exercise due care when adapting the attached, ensuring that the derivative document(s) are lawful, and appropriate to their own specific circumstances and needs.

If the user is in any doubt as to the validity of any proposed changes to be made to the attached Pro Forma, or they intend effecting substantial amendments thereto, the user should consult their professional advisors, or contact ISASA in this regard.

No liability shall attach to ISASA or to Griessel Consulting (Pty) Ltd. as developers of the attached Pro Forma, nor to any person connected to these organisations, as a result of the use of the document attached hereto, for any reason whatsoever.

EMPLOYMENT APPLICATION FORM

Thank you for your interest in applying to Umtata Christian School. By completing this form, you will assist us to give your application our full consideration. It will be handled in the strictest confidence. If you have any objections to any of the questions, please contact the HR Department / Business Manager.

Position applied for:						Date:							
PERSONAL DETAILS													
First name(s):								Known as:					
Surname:				Title:				ID:					
						<i>Barcode ID required</i>							
Nationality:						Permanent Resident:		Y		N			
Employment Equity: Umtata Christian School is committed to the principles of Employment Equity. To assist us in monitoring this policy, please provide the following details according to the categories indicated by the South African Department of Labour.													
Black (African)		Coloured		Indian		White							
Gender:				Disability:		Y		N					
Driver's licence: Yes/No		Code:		License Number		Company Car		Own Transport		Public			
Home No:						Work No:							
Cell phone:						Email:							
Residential Address						Postal Address							
Additional contact information (e.g. Spouse/Relative)													
Name		Relationship				Contact details							
GENERAL INFORMATION													
Current job title:						Desired position:							
Please specify preference:		Permanent		Contract		Both		Location:					
Salary required:				p/h		p/m		p/a		Notice period:			
Current Package: (Basic/Benefits)													
Are you on a Medical Aid? If yes, which scheme?													
Languages: Please indicate your level of competence in the following languages, using a rating from 1-3 (1=fluent; 3=basic)													
English =		IsiXhosa =		IsiZulu =		SeSotho =		TshiVenda =		Afrikaans =			
Other (specify)													
Do you have any family / spouse / partner who works at the School? If so, please provide details (name, department and relationship).													
Medical - Your present state of health relevant to the position you are applying for, including any psychological, alcohol- or drug-related conditions. (*Please note: If you have any relevant health problems, a doctor's report may be required to indicate your ability to perform the required duties, excluding any private medical information which you have not consented to be disclosed to us.)													
No health problems		Health problems*											
Child Protection Register: Are you in possession of a Child Protection Clearance Certificate (not older than 24 months), or other proof that you do not qualify for inclusion in the Register?										Yes		No	
Sex Offenders Register: Are you in possession of a Sexual Offenders Clearance Certificate (not older than 24 months), or other proof that you do not qualify for inclusion in the Register? Please provide details.										Yes		No	

EDUCATION				
Name of Last School Attended	Highest Standard Attained	From (yr) to (yr)		
TERTIARY EDUCATION				
Degree/Diploma/Course/ Qualification	Name of Institution	Student number	From/To (year)	Results (pass/fail)
EXPERIENCE / PRIOR LEARNING / SPECIFIC TRAINING OR SKILLS				

EMPLOYMENT HISTORY (Current and previous two employers)			
Employer (Current or most recent)	Title/ Position	Dates of service	Key responsibilities
Reason for leaving			Permission to contact superior (provide name and contact details.). If no, please explain.
Employer (Previous)	Title/ Position	Dates of service	Key responsibilities
Reason for leaving			Permission to contact superior (provide name and contact details.). If no, please explain.
Employer (Previous)	Title/ Position	Dates of service	Key responsibilities
Reason for leaving			Permission to contact superior (provide name and contact details.). If no, please explain.
REFEREES: Please provide names and contact details of Referees who can be contacted.			
Name	Position	Telephone No. / E-mail address	

Have you ever been charged / found guilty of any offence (criminally or employment-related) involving dishonesty or anything relevant to performing the duties of the position you are applying for, or are you currently under any such investigation? (If so, please give details.)	Yes	No
Have you ever been dismissed, retrenched or unemployed? If yes, please provide details.	Yes	No
SACE Registration: Are you currently a paid up, registered member of the South African Council for Educators? If not, please provide details.	Yes	No
Umtata Christian School is a Christian-based school and you will be required to perform certain duties within the Christian religion, e.g. attend church services, etc. Would your religion or beliefs preclude you from performing these duties?	Yes	No
Do you consent to the School verifying information provided by you and to enquire into the relevant aspects of your employment history for the purpose of determining your suitability for the position? (If not, please provide reasons.)	Yes	No
Do you have anything to disclose which could have an effect on the employment- or trust relationship with the School, or any (potential) conflict of interests? (If so, please provide details.)	Yes	No

I hereby declare that I have initiated this application with Umtata Christian School ("the School") of my own accord and volition. I accept further that there is no obligation on the School to place me in permanent or temporary employment and that no contract of employment will come into existence until and unless all terms and conditions of employment have been agreed upon and the appointment has been finally approved in terms of School procedures.

I hereby declare and certify that all the above information, including all information and documents relating to my qualifications and experience as submitted by me, is true, correct and complete in every aspect. I understand that the School will have the right to withdraw any offer of employment or terminate my employment if anything represented by me in this application is proved to be incorrect or incomplete.

I also grant permission to the School to retain all information and records relating to my application for employment for a period of six (6) months even if I am not employed, to assist with possible future placement or for the purpose of legal challenges arising from the recruitment process.

I further accept that the School places a premium on a relationship of trust with its employees and that it must take reasonable steps to ensure the integrity and honesty of applicants for employment and their suitability for an educational environment. I acknowledge that I will be required to deal directly with minor children, the school community, monies, assets or property of the School and, in view of the high degree of trust required by my possible employment, I agree to the following (*delete where not relevant/applicable*):

1. That my fingerprints may be taken and be placed at the disposal of the police or similar government body in any place where I may be placed in employment.
2. That the police or other applicable body may furnish the School with full details concerning any previous convictions and/or other relevant information in their possession, including court orders and/or judgments given against me.
3. That the School may conduct a credit check enquiry with a credit information company of its choice.
4. That the School may require me to undergo such psychological / medical evaluation or similar assessment which it may require to determine my suitability for employment.

I hereby authorise any of my former employers (*OR as indicated above*) to furnish a record of my service, my reason for leaving their employ.

Applicant Signature

Date

Human Resources / Manager