



EMPLOYMENT APPLICATION FORM

Position applied for:					Date:				
PERSONAL DETAILS									
First name(s):					Known as:				
Surname:			Title:		ID:				
					Barcode ID required				
Nationality:					Permanent Resident:	Y	N		
Employment Equity: St Stithians College 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:	Male		Female		Disability:	Y	N		
Drivers licence: Yes/No		Code:		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:				Position applying for:	
Notice Period					
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	Afrikaans	Zulu	Sepedi	Sotho	Venda
Other (specify)					
Do you have any family / spouse / partner who work at the College? If so, please provide details (name, department and relationship).					
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)
WORK EXPERIENCE				

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
St Stithians College is a Methodist school and you will be required to perform certain duties within the Methodist religion, e.g. attend chapel services, etc. Would your religion preclude you from performing these duties?	Yes	No
Do you consent to the College 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

I hereby declare that I have initiated this application with St Stithians College ("the College") of my own accord and volition. I accept further that there is no obligation on the College 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 College 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 College will have the right to withdraw any offer of employment or terminate my employment if anything in this statement is proved to be incorrect or incomplete.

I further accept that the College 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 College and, in view of the high degree of trust required by my possible employment, I agree to the following:

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 College with full details concerning any previous convictions and/or other relevant information in their possession, including court orders and/or judgments given against me.

I hereby authorise any of my former employers to furnish a record of my service, my reason for leaving their employ, together with all information they may have concerning me whether on record or not. I hereby release them and their organisation from all liability for any damages whatsoever for issuing same.

Applicant Signature

Date

Human Resources / Manager