

APPLICATION FORM FOR AN ADVERTISED POST

The purpose of this form

To obtain more information about the candidate and to assist the South African National Biodiversity Institute (SANBI) in selecting the suitable candidate for an advertised post.

Please fill in this form completely, accurately and legibly. A comprehensive CV and motivation letter must accompany this form.

Position for which you are applying: (As per the advertisement)	
Reference Number for the position you are applying: (As per the advertisement)	

A. PERSONAL INFORMATION ⁽¹⁾

1. Surname		2. Initials	
3. Date of birth		4. ID # ⁽²⁾	
5. Gender ⁽³⁾	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6. Contact Telephone No:			

7. Do you have a disability? ⁽³⁾	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are you a South African citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. If yes, please indicate race ⁽³⁾	<input type="checkbox"/> African	<input type="checkbox"/> Coloured
b. If no, what is your Nationality?	<input type="checkbox"/> Indian	<input type="checkbox"/> White
c. And do you have a valid work permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever been convicted of a criminal offence or been dismissed from employment? ⁽⁴⁾ (If yes, please provide more details on a separate page)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Is there anything that you would like to disclose which may impact on the consideration of your appointment at the South African National Biodiversity Institute (If yes, please provide more details on a separate page)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Do you have a drivers license (code:)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NOTES

- Note 1 All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.
- Note 2 Passport number in the case of non-South Africans.
- Note 3 This information is required to enable SANBI to comply with the Employment Equity Act, 1998.
- Note 4 This information will be taken into account if it directly relates to the requirements of the position advertised.

B. LANGUAGE PROFICIENCY

(state 'Good'/'Fair'/'Poor')

Language (specify)	Speak	Read	Write

C. QUALIFICATIONS

(please ensure that certified copies accompany your application and CV)

Name of School/College	Highest qualification obtained	Year obtained

Tertiary Education (complete for each qualification obtained)

Name of Institution	Qualification obtained	Year obtained

Current study (list institution and qualification)

D. WORK EXPERIENCE

(current employment first)

Employer	Post held	Date from	Date to	Reason for leaving

If you were previously employed in the Public Service, please indicate if any conditions exist that prevent re-appointment.

 Yes No**E. REFERENCES**

Name	Professional relationship to you. Please indicate date of engagement.	Contact number

F. DECLARATION

I declare that all the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

Signature of applicant	Date
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