



Reference No: _____

CONFIDENTIAL

Application for Employment
You should complete this form in **DARK INK** or **TYPE**
Please do not send CVs as they will not be accepted at this stage

Please return this form to:

Recruitment, St. Anne's Homes, P.O. Box 43363 Woodstock, 7915, or email to: info@stanneshomes.org.za

Application for the post of

■ **Personal details** (Please print clearly)

Surname Address

Forenames
.....

Tel (work) Tel (home/Mobile)

May we contact you at work? YES NO

■ **Secondary education**

Schools	Examinations passed, with grades
.....
.....
.....
.....

■ **Further education and training / tertiary education** (Please give dates and details of courses)

.....
.....
.....

■ **Professional qualifications**

.....
.....
.....

■ **Professional bodies of which you are a member**

.....
.....
.....

CONFIDENTIAL

- **Other courses, conferences attended, computer qualifications, etc., relevant to the post for which you have applied** (Please give dates and details of courses)

.....

.....

.....

-
- **Present or last employer**

Employer's name, address and type of establishment

Job title

.....

Date commenced

.....

Salary

.....

Notice required

.....

- **Brief description of current duties and achievements**

CONFIDENTIAL

■ **Previous employment and other relevant experience** (Please enter most recent employment first and include any voluntary or unpaid work. Also account for any breaks in employment. Continue on a separate sheet if you wish)

Employer's Name & Address	Post/Job Title	Dates From To	Reasons for leaving

■ **Health**

How many sick days have you taken during the past 12 months? _____ days

Have you experienced good health during the past 3 years? YES NO

If no, please explain

Do you have any specific health needs including physical disabilities that we need to know?
.....

■ **General**

Have you had any criminal convictions, other than minor driving offences? Yes / No
If yes, please give full details on a separate sheet.

Have you been subject to any form of disciplinary action? Yes / No
If yes, please give full details on a separate sheet.

■ **Leisure**

Please note here your leisure interests, sports and hobbies

.....

■ **Additional Information**

Please use this space to provide any further information you may wish to give in support of your application. Give details of all skills, experience and achievements **relevant to the person specification of the post for which you have applied**. Continue on an additional sheet if necessary.

CONFIDENTIAL

■ **References** (to cover 3 years or more).

Please give the names, addresses and telephone numbers of two referees from whom we may obtain both character and work experience references. One of those should be your present or most recent employer.

1.

2.

Relationship:

.....

Relationship:

.....

May we approach referee prior to interview?

Reference 1. Yes No

Reference 2. Yes No

■ **Declarations**

I hereby declare that the information given in this form is, to the best of my knowledge, correct and gives an accurate representation of my application and employment history.
Any fabrication may lead to dismissal if appointed.

Signature

Date

Where did you here about this job?

CONFIDENTIAL