



**CANDIDATE APPLICATION FORM
- PLEASE COMPLETE ALL SECTIONS -**

(Please ensure that you sign and date the last page of this application form)

Date		Consultant Seeing	
Surname		First Name	
Nickname		Title (Mr/Mrs/Ms/Dr)	
Position applying for			

Postal Address			
Suburb/City		Postal Code	
Physical Address			
Suburb		Province	
City		Postal Code	

Tel no home		Tel no. work	
Cell no		E-mail	
Other Contact Names (please give at least 3)			
Name	Relationship		
		h)	w) c)
		h)	w) c)
		h)	w) c)

Languages Spoken	
Languages Written	

South African Citizen –ID no		Age	
Permanent Residence – Give no			
Work Permit – Validity Date			
Passports – Validity Date			
Other Citizenship - Specify			

Advert – Name of paper/Website	
Personal recommendation – Name	
Other	

Driver's license :	Light	Heavy	Commercial	PDP	Motor Cycle	Learners
Own Transport	Yes	No	Driver's Licence Code			

PLEASE COMPLETE – USED FOR EMPLOYMENT EQUITY / STATISTICAL PURPOSES ONLY

Birth Date	D	D	M	M	Y	Y	Race	Black	Coloured	Gender	Male	Female
								Asian	White			
Smoker		Marital Status	Married		Single		No of Children			Ages of Children		
			Divorced		Widowed							

REFERENCES			
Contact Name	Company	Position in Co	Contact Number

Reason for wanting to make a career move:

Names of Personnel Agencies already approached:

Companies Already Approached Over the Last 6 Months

Name of Company	For what position	Person seen/position

Names of companies you would not like to work for:

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Names of companies you would like to work for:

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Present health – Are you aware of any working conditions, which could be detrimental to your health?

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NOTE: Should you not be successful for the specific position for which you have applied, indicate the types of occupation preferred in order of priority:

1)	2)	3)
Notice Period / Availability		

Geographical areas preferred in order of priority: Rather give a wider choice if you'd be prepared to relocate for a good position, for example: 1- Gauteng, 2- Durban, 3- Anywhere in South Africa

1)	2)	3)
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<u>REMUNERATION PACKAGE</u>					Present Rand/Month	Envisaged/Expected Rand/Month
Complete only those sections that are applicable						
Monthly basic salary (before tax), excluding all allowances						
Average Commission per month over last 6 months						
Housing Subsidy						
Full Company Car (model, year, replacement value)						
Car Allowance						
Petrol- Limited or Unlimited (Established Rands)						
Car Maintenance						
Car Insurance						
Travel Allowance: c/km or monthly amount						
Medical Aid	Co	%	Employee	%		
Provident Fund	Co	%	Employee	%		
Pension	Co	%	Employee	%		
Retirement Annuity						
Entertainment Allowance						
13 th Cheque (Guaranteed or Performance Related)						
Other bonus (give details, average per month)						
Other allowances/benefits eg cellphone, computer						
Student Loans – Amount Owing						
Owing to whom eg Bank or Current Employer						
Repayment method (R/month)						
Net “take home” amount monthly						
Value of yearly package cost to company						
Next Salary Review Date						

Would you consider contract/temporary work			
Rate expected per hour		Rate expected per month	

Have Your Ever Accepted A Counter-Offer From An Employer? (Yes/No)	
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EDUCATION & TRAINING

Highest Schooling Standard Achieved & Year	
Distinctions Obtained	

TERTIARY EDUCATION / QUALIFICATIONS			
Qualification obtained/ Indicate major subjects	Institution	From To	Part/Full Time
Distinctions Obtained			

TRADE QUALIFICATION/S	
Qualification	Completion Date

OTHER COURSES & TRAINING		
Diploma/Certificate Obtained	Description of Course & Institution	Completion Date
Distinctions Obtained		

PROFESSIONAL MEMBERSHIPS			
Name of Institution	Membership Reg. No	Date Elected	Abbreviation

Computer Literacy (list applications, level of proficiency)

Are you a PrEng	GCC (give no)	Mines/Factories	Elec/Mech

Do you intend to pursue any further studies?	
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I attest that the above information is true and correct and by my signature below release Nofesa Personnel Consultants from any disputes that should arise as a result of incorrect information provided. I also authorize for any Credit and Criminal checks to be carried out.

Signature _____