



CONFIDENTIAL

INTERNAL APPLICANT		EXTERNAL APPLICANT	
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APPLICATION FOR A PERMANENT/CONTRACT POST

IMPORTANT:
 Applicants are requested to complete the form in full. (Pikitup (SOC) Ltd reserves the right not to consider incomplete applications).

- Where possible complete this form electronically, print, sign, scan and return. If handwritten ensure it is legible.
- Attach certified copies of your identity document, matric certificate, other certificates, diplomas or degrees.
- Send the completed application form to the address indicated in the advertisement.
- If you wish to apply for a post in more than one department, complete a separate form for each post.
- No late applications are accepted.
- *Applications will only be considered for advertised posts, from persons who meet all the minimum advertised requirements.*

1. PERSONAL PARTICULARS

Surname							
First names							
Identity number		Gender		M	F		
Race (Mark with x)		African	Coloured	Indian	White	Other	
Are you a South African citizen?				Yes		No	
If no, please provide details of your nationality							
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status				Yes		No	
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following (Certified copies of documents must be attached)							
Passport no		Country of issue		Passport Expiry date			
Work visa no		Type of visa		Visa Expiry date			
Are you a person with a disability?				Yes		No	
If yes, please elaborate							
Residential address				Postal address			
Post Code				Post Code			



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Telephone:	Home No:		Work No:	
Cell No:			E-mail	
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity			Yes	No
If yes please specify	Name of party		Position	Expiry Date
Have you previously been employed in Local Government?			Yes	No
If yes, please provide details				

2. PARTICULARS OF POST APPLIED FOR

Department:				
Reference No:				
Job Title:				
Duration	Permanent		Fixed-Term	

3. DETAILS OF CURRENT POSITION (if applicable)

Employer Name: (include website)		Address		
Employee SAP No (Current Pikitup Staff only)				
Position		Period of employment		
Number of Subordinates		Name of Line Manager:		
Key Performance Areas(KPs)				

4. OCCUPATIONAL EXPERIENCE

	Employer (Most recent first)	Job Title	KPA's or Tasks (List a maximum of 5 per post)	From		To		Reason for leaving
				Month	Year	Month	Year	
1.								
2.								
3.								
4.								
5.								

5. SECONDARY EDUCATION (HIGH SCHOOL)

Highest standard/grade passed	Year	Name of Institution/School

6. COMPLETED TERTIARY (POST SCHOOL) EDUCATION *(All qualifications are verified by independent service providers)*

Degree/Diploma/Certificate	Institution	Year Obtained	Student No	Major subjects

7. CURRENT AND/OR INCOMPLETE TERTIARY STUDIES *(if applicable)*

Degree/Diploma/Certificate	Institution	Year first enrolled	Completion Date	F / P*	Major subjects

* Full-time study must be indicated by 'F' and part-time by 'P'.

8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read or write. Poor (P), Average (A), Good (G):			
Language	Speak	Read	Write
English			

9. PROFESSIONAL MEMBERSHIP/ACCREDITATION

Name of Body	Membership No	Expiry Date	Status/Level

10. TRAINING/PROFESSIONAL DEVELOPMENT COURSES

Name of Course	Provided By:	Accredited by:	Duration	Certificate Granted	
				Attendance	Competence



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15. INSOLVENCY /CONFLICT

Are you involved in any outside business or activities or do you have any interests which may conflict or are likely to conflict with the execution of any official duties, should you be the successful candidate for this post?	Yes	No
If yes, elaborate		
Have you ever been declared insolvent or have you been/are you currently under administration?	Yes	No
If yes, elaborate		

16. CRIMINAL /DISCIPLINARY RECORD

Have you ever been found guilty of a criminal offence? If yes, specify the details.	Yes	No

Is there any criminal, civil or disciplinary action pending against you?	Yes	No
If yes, specify the details		

Have you ever been found guilty of misconduct at a previous employer?	Yes	No
If yes, specify the details		

Are you currently suspended or on a valid warning?	Yes	No
If yes, specify the details		

17. DECLARATION BY APPLICANT

I DECLARE THAT THE INFORMATION I HAVE PROVIDED IN MY APPLICATION AND SUPPORTING DOCUMENTS IS TRUE AND CORRECT. I FURTHER CONFIRM THAT I HAVE MADE FULL DISCLOSURE OF ALL ADVERSE FACTS PERTAINING TO MY APPLICATION WHICH PIKITUP SHOULD BE AWARE OF IN CONSIDERING MY APPLICATION. I ACCEPT THAT SHOULD PIKITUP BECOME AWARE OF ANY FALSE/MISLEADING INFORMATION PRESENTED IN MY APPLICATION, MY APPLICATION WILL BE DISQUALIFIED, ALL OFFERS REVOKED AND/OR MY CONTRACT TERMINATED

NAME

SIGNATURE DATE