



APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist National Library in selecting a person for an advertised post. This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position in the National Library.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <p>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.</p> <p>2 – Passport number in the case of non-South Africans.</p> <p>3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 – This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 – Applicants with substantial qualifications or work experience must attach a CV.</p>	A. THE ADVERTISED POST			
	Position for which you are applying (as advertised)			
	Name of the Employer where the position was advertised			
	Reference number (as stated in the advert)			
	If you are offered the position, when can you start OR how much notice must you serve with your current employer			
	B. PERSONAL INFORMATION			
	Surname			
	First names			
	Date of birth			
	ID number ²			
	Race ³	<i>African</i>	<i>White</i>	<i>Coloured</i>
	Gender ³	<i>Female</i>		<i>Male</i>
	Do you have a disability? ³	<i>Yes</i>	<i>No</i>	
	Are you a South African Citizen?	<i>Yes</i>	<i>No</i>	
	If "NO", what is your nationality?			
	And do you have a valid work permit?	<i>Yes</i>	<i>No</i>	
	Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴	<i>Yes</i>	<i>No</i>	
	If your profession or occupation requires State or official registration, provide date and particulars of registration			
	C. HOW DO WE CONTACT YOU			
	Preferred language for correspondence			
	Telephone number during office hours		()	
	Preferred method for correspondence	<i>Post</i>	<i>E-mail</i>	<i>Fax</i>
	Correspondence contact details (in terms of above)			

D. LANGUAGE PROFICIENCY (State 'good', 'fair' or 'poor')						
	Language (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS ⁵ (Please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year obtained
Tertiary education (complete for each qualification you obtained)		
Name of institution	Name of qualification	Year obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE ⁵ (Please ignore if you have attached a CV with these details)							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the National Library , indicate whether any condition exists that prevents your re-employment						Yes	No
If "Yes", provide the name of the previous employer							

G. REFERENCES (Please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel No (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) 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.</i>	
Signature:	Date:



APPENDIX TO APPLICATION FOR EMPLOYMENT

(Must be completed by all candidates)

Family members, relatives and other relations

It is expected of candidates to declare any family ties, close relations or blood relationships with staff members of the National Library of South Africa.

DEFINITION

- **Family members:** people, normally with the same surname, and from one household, such as husband and wife, parents and children, adopted children, brothers and sisters.
- **Relatives:** parents and children, in-laws (parents and children), brothers and sisters.
- **Blood relationship:** any person who is related by birth to the same family.
- **Other:** any other form of relation.

STATEMENT

I _____ (full name)
Declare any relations with staff members of the National Library of South Africa as follows:

I declare the information herein to be complete and true.

SIGNATURE OF APPLICANT

DATE