



APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist a National Library of South Africa (NLSA) in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. You need to fill in all sections of 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 a NLSA?</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 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- The Accounting Officer shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.</p> <p>6- The applicant may submit additional information separately where the space provided is not sufficient.</p> <p>7- NLSA would accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.</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>	<i>Indian</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>	
If your profession or occupation requires State or official registration, provide date and particulars of registration					
Residential Address	Postal address				
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. FORMAL QUALIFICATIONS (from highest to the lowest)			
Name of School / Technical College	Highest qualification obtained	Year obtained	
Tertiary education (complete for each qualification you obtained)			
Name of Institution	Name of Qualification	NQF Level	Year Obtained
Current study (institution and qualification)			
If your profession or occupation requires official registration, provide date and particulars of registration		Date	Registration Number

F. WORK EXPERIENCE (Also attach a detailed CV)							
Employer (starting with current/latest employer)	Post Held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the public or private sector, indicate whether any condition exists that prevents your re-employment						Yes	No
If "Yes", provide the name of the previous employer and indicate the nature of the condition.							
Please specify the total number of years of experience you Have.		Private Sector		Public Sector			

H. DISCIPLINARY CASE	Yes	No
Do you have any pending disciplinary case against you? If yes, (provide the details)		

I. PENDING CASES	Yes	No
Have you resigned from a recent job pending any disciplinary proceeding against you?		

J. ILL-HEALTH	Yes	No
Have you been discharged or retired on grounds of Ill-health or on condition that you cannot be reemployed?		

K. CRIMINAL OFFENCES	Yes	No
Have you ever been found guilty of a criminal offence? (If yes shortly describe the nature below)		

L. DIMISSAL FROM WORK	Yes	No
Have you ever been dismissed for misconduct /poor performance? (If yes, provide details)		

M. DIRECTOR OF A PUBLIC OR PRIVATE	Yes	No
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)		

N. BUSINESS INTERESTS	Yes	No
If you are employed in the Public Service, will you immediately relinquish such business interests?		

O. FAMILY MEMBERS, RELATIVES, AND OTHER RELATIONS	Yes	No
<p>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.</p> <p>DEFINITIONS: 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.</p>		
<p>Do you have any relations with staff members of the National Library of South Africa as defined above? (If yes, provide details of staff member and your relations)</p>		

P. REFERENCES		
Name	Relationship to you	Tel No (office hours)

Q. DECLARATION	
<p><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></p>	
<p>Signature:</p>	<p>Date:</p>