

EMPLOYMENT APPLICATION FOR PRESTIGE COLLEGE

Thank you for your interest in applying to **PRESTIGE COLLEGE**. By completing this form you will assist us to give your application our full consideration. It will be handled in the strictest confidence. If you have any objections to any of the questions, please contact the HR Department of the school

Current position				Employer			
PERSONAL DETAILS							
Title:				Surname			
First Name(s)				ID:			
Dependants				Marital status			
Nationality:				Permanent Resident?	Yes	No	
Equity *	Black	Indian	Coloured	White	Gender	Male	Female
<p>*Employment Equity: PRESTIGE COLLEGE is committed to the principles of Employment Equity. To assist us in monitoring this policy, please provide the following details according to the categories indicated by the South African Department of Labour.</p>							
Home tel. No:				Work Tel No:			
Cell phone:				Email:			
Residential Address				Postal Address			
Additional contact information (e.g. Spouse/Relative)							
Name				Contact details			
Your religious affiliation and church you attend (if any):							
GENERAL INFORMATION:							
Position applying for:				How did you become aware of this position?			
Please specify preference:	Permanent	Contract	Relief	Thornview/ Crystal Park/Kirkney			
Salary required:	R		p/month	Notice period at present school:			
Current Package: (Basic/Benefits)				Are you on a Medical Aid? Which scheme?			
<p>Languages: Please indicate your level of competence in the following languages, using a rating from 1-3 (1=fluent read and write; 2=basic read/understand; 3=no knowledge)</p>							
English	Afrikaans	Zulu	Xhosa	Sotho	Venda		
Other (specify)							
<p>Do you have any family / spouse / partner who works at the College? If so, please provide details (name, department and relationship).</p>							
<p>Medical - Your present state of health relevant to the position you are applying for, including any psychological, alcohol- or drug-related conditions. (*Please note: If you have any relevant health problems, a doctor's report may be required to indicate your ability to perform the required duties, excluding any private medical information which you have not consented to be disclosed to us.)</p>							
No health problems				Health problems*			

EDUCATION

SCHOOL EDUCATION

Name of Last School Attended		From:	To:
Highest Standard Attained		Year:	

TERTIARY EDUCATION

Degree	Diploma	Other	Major Subjects	Institution	From/To (year)

OTHER EXPERIENCE / PRIOR LEARNING / SPECIFIC TRAINING OR SKILLS

EMPLOYMENT HISTORY

(Current and previous two employers)

Employer (Current or most Recent)	Title/ Position	Dates of service	Key responsibilities
Reason for leaving			Permission to contact superior (provide name and contact details.). If no, please explain.
			yes No
Employer (Previous)	Title/ Position	Dates of service	Key responsibilities
Reason for leaving			Permission to contact superior (provide name and contact details.). If no, please explain.
			yes No
Employer (Previous)	Title/ Position	Dates of service	Key responsibilities
Reason for leaving			Permission to contact superior (provide name and contact details.). If no, please explain.
			yes No

REFEREES: Please provide names and contact details of Referees who can be contacted.

Name	Position	Telephone No. / E-mail address

Have you ever been charged / found guilty of any offence (criminally or employment-related) involving dishonesty or anything relevant to performing the duties of the position you are applying for, or are you currently under any such investigation? (If so, please give details.)	Yes	No
Have you ever been dismissed, retrenched or unemployed? If yes, please provide details.	Yes	No
Sex Offenders Register: Do you have a sexual offence against your name? If not, are you in possession of a Sexual Offenders Clearance Certificate (not older than 24 months), or other proof that you do not qualify for inclusion in the Register? Please provide details.	Yes	No
	Yes	No
SACE Registration: Are you currently a paid up, registered member of the South African Council for Educators? If not, please provide details.	Yes	No
PRESTIGE COLLEGE is a Christian-based school and you will be required to perform certain duties within the Christian religion, e.g. attend chapel services, etc. Would your religion preclude you from performing these duties?	Yes	No
Do you consent to the College verifying information provided by you and to enquire into the relevant aspects of your employment history for the purpose of determining your suitability for the position? (If not, please provide reasons.)	Yes	No
Practical demonstration: Are you prepared to teach a class as required by the interview committee to help determine your teaching skill in relation to the position applied for. If NO, explain.	Yes	No

I hereby declare that I have initiated this application with **PRESTIGE COLLEGE** ("the College") of my own accord and volition. I accept further that there is no obligation on the College to place me in permanent or temporary employment and that no contract of employment will come into existence until and unless all terms and conditions of employment have been agreed upon and the appointment has been finally approved in terms of College procedures.

I hereby declare and certify that all the above information, including all information and documents relating to my qualifications and experience as submitted by me, is true, correct and complete in every aspect. I understand that the College will have the right to withdraw any offer of employment or terminate my employment if anything represented by me in this application is proved to be incorrect or incomplete.

I further accept that the College places a premium on a relationship of trust with its employees and that it must take reasonable steps to ensure the integrity and honesty of applicants for employment and their suitability for an educational environment. I acknowledge that I will be required to deal directly with minor children, the school community, monies, assets or property of the College and, in view of the high degree of trust required by my possible employment, I agree to the following:

1. That my fingerprints may be taken and be placed at the disposal of the police or similar government body in any place where I may be placed in employment.
2. That the police or other applicable body may furnish the College with full details concerning any previous convictions and/or other relevant information in their possession, including court orders and/or judgments given against me.
3. That the College may conduct a credit check enquiry with a credit information company of its choice.
4. That the College may require me to undergo such psychological / medical evaluation or similar assessment which it may require to determine my suitability for employment.

I hereby authorise any of my former employers to furnish a record of my service, my reason for leaving their employ, together with all information they may have concerning me whether on record or not. I hereby release them and their organisation from all liability for any damage whatsoever for issuing same.

Applicant Signature

Date

Human Resources / Manager