



NOTE: This form must be completed by the applicant responding to an advertised position, enclose a CV and motivation letter to the HR Department.

Application for Advertised Position

I. Purpose

To obtain more information about the candidate and to assist the Endangered Wildlife Trust (EWT) in selecting a suitable candidate for an advertised post.

Would you please complete this form accurately? An application letter, comprehensive CV and motivation letter must accompany this form.

Position for which you are applying: (As per the advertisement)	
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A. PERSONAL INFORMATION

1. Surname		2. Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
3. First Name		4. Date of Birth	
5. ID#			
6. Contact Telephone No:		Email	

7. If asked to perform job assignments in the advertisement, are you able to carry out the necessary assignments and perform them well and safely without aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Are you a South African citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. If yes, please indicate race	<input type="checkbox"/> African	<input type="checkbox"/> Coloured
b. If no, what is your Nationality?	<input type="checkbox"/> Indian	<input type="checkbox"/> White
c. Passport number		
d. Do you have a valid work permit? If Yes, nature of work permit: _____ Expiry date: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Note 1 All information will be treated with the strictest confidentiality and will not be disclosed or used for any purpose other than to assess the suitability of the candidate, except in so far as it may be required and permitted by law. Your personal details must correspond with the details reflected on your ID or passport.
- Note 2 Passport number in the case of non-South Africans.
- Note 3 This information is required to enable the EWT to comply with the Employment Equity Act, 1998.
- Note 4 This information will be taken into account if it directly relates to the requirements of the position advertised.



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9. Are you prepared to obtain a police clearance certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Is there anything that you would like to disclose which may impact on the consideration of your appointment at the Endangered Wildlife Trust (If yes, please provide more details on a separate page)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. A skills test may be conducted depending on the position advertised, and the applicant will be informed once shortlisted. Are you happy to participate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Do you have a driver's license (code:) Years of driving experience _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. What is your Monthly Gross salary expectations?	R_____	
14. If successful during interviews – how soon can you be available to start?		

B. LANGUAGE PROFICIENCY (state 'Good'/'Fair'/'Poor')			
Language (specify)	Speak	Read	Write
1.			
2.			
3.			
4.			
5.			

C. QUALIFICATIONS (you will be asked to supply certified copies should you be short listed)		
Name of College	Highest qualification obtained	Year obtained

Tertiary Education (complete for each qualification obtained)

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Name of Institution	Qualification obtained	Year obtained
Current study (list institution and qualification after completion)		

D. WORK EXPERIENCE (<u>current</u> employment first)				
Employer	Post held	Date from	Date to	Reason for leaving

E. REFERENCES		
Name	Professional relationship to you. <i>Please indicate date of engagement.</i>	Contact number and/or email address of referees
1.		
2.		
3.		

F. DECLARATION

I declare that all the information provided 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.

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Signature of applicant	Date
Letter of Motivation	
Detailed motivation as to <u>how and why</u> you would be the best possible candidate for the post to be attached to the application	
<p>Please Note:</p> <ol style="list-style-type: none"> 1) An <i>Employment Application form</i> must accompany the CV and a Letter of Motivation 2) Failure to submit the requested information and references <i>may</i> result in your application not being considered. 3) Persons with disabilities are encouraged to apply. 4) The EWT reserves the right not to fill this position. 5) All applications will be considered with the understanding that, in terms of the EWT Employment Equity Plan, preference will currently be given to candidates from the designated groups. 6) If your application has been shortlisted you will be contacted within 2 weeks of applications deadline. If not contacted consider that you have not been successful. 	

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