

Application for Employment

Apply only if you meet the following requirements:

- be fluent in Afrikaans and English
- age of applicant is as specified in advertisement
- has leadership qualities
- be able to take charge when the principal is absent
- be a South African citizen
- has a passion for teaching and a sincere love for children
- stays within a 15 km radius from workplace
- be able to work as part of an experienced team



This application must be filled in completely and legibly for it to be processed. Therefore, please be sure you type or print clearly and that you answer every question. **If a question does not pertain to you, write "N/A" in that space.** The answers you provide on your application will be carefully checked for truthfulness and accuracy. Ensure that all questions are answered.

This application is to be completed by the applicant.

Today's Date:							
Position advertised:							
First Name:							
Middle Name:							
Surname/Last name:							
Date of Birth:							
Age on date of application:							
Identity number:							
Cell Phone number:							
WhatsApp number:							
E-mail:							
Current Street Address:							
City:							
Province:							
Postal Code:							
Marital status:	<table border="1"><tr><td>Single</td><td></td><td>Married</td><td></td><td>Divorced</td><td></td></tr></table>	Single		Married		Divorced	
Single		Married		Divorced			

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Number of Dependants:

	Age		Age		Age
	Age		Age		Age

Health conditions:

Frequency of compulsory clinic visits?

Weekly		Monthly	
Six months		Yearly	
		Other	

Do you have a disability (physical or mental impairment)?

Yes or No

Driver's License? (Yes/No)

Code?

Have you ever applied to work for this company before?

Have you ever worked for this company before?

If yes, dates:

From?	
Until?	

Position held?

Do you have friends, relatives or acquaintances who work for our company?

(Yes/No)

If yes, state name(s)

Have you ever been convicted of a crime or offense other than minor traffic violations

as an adult or are you awaiting trial on any such offense? (Yes or No)

If yes, explain:

How did you become aware of this vacant position?

Date Available:

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EDUCATION:

Highest School qualification?

Name of Institution?

Year obtained?

Highest College Qualification?

Name of Institution?

Year obtained?

University Qualifications?

Name of Institution?

Year obtained?

Special training useful for this job?

Name of Institution?

Year obtained?

Computer literacy

(choose one for each module)

	No Expertise	Beginner	Intermediate	Expert
Microsoft Word				
Microsoft Exel				
Microsoft PowerPoint				
Microsoft Outlook				
Microsoft Access				
General Computer Skills?				

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Work History: Starting with your present or last employer, list the last 5 jobs you held.
(full-time jobs, temporary jobs, and part-time jobs.)

Job 1 (last or present job)

Name of the Company:

Employer's Telephone number:

From:

Year:

Untill:

Year:

Month:

Month:

Position Held?

Reason for leaving?

Salary started with:

Salary ended with or at present:

Name of Reference:

Telephone number of Reference?

Job 2 (2nd last job) or Unemployed

Name of the Company:

Employer's Telephone number:

From:

Year:

Untill:

Year:

Month:

Month:

Position Held?

Reason for leaving?

Salary started with:

Salary ended with:

Name of Reference:

Telephone number of Reference?

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Job 3 (3rd last job) or Unemployed

Name of the Company:

Employer's Telephone number:

From:

Year:

Untill:

Year:

Month:

Month:

Position Held?

Reason for leaving?

Salary started with:

Salary ended with:

Name of Reference:

Telephone number of Reference?

Job 4 (4th last job) or Unemployed

Name of the Company:

Employer's Telephone number:

From:

Year:

Untill:

Year:

Month:

Month:

Position Held?

Reason for leaving?

Salary started with:

Salary ended with:

Name of Reference:

Telephone number of Reference?

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Job 5 (5th last job) or Unemployed

Name of the Company:

Employer's Telephone number:

From:

Year:

Untill:

Year:

Month:

Month:

Position Held?

Reason for leaving?

Salary started with:

Salary ended with:

Name of Reference:

Telephone number of Reference?

I agree and understand that all the statements and information on my application for employment are correct and no attempt has been made to conceal or withhold pertinent information. I agree that any omission, falsification, or misrepresentation is cause for immediate termination at any time during employment. I am aware that the company does not bind itself to appoint any applicant.

I hereby authorize investigation of all statements on this application with no liability arising therefrom. Should the company need to conduct investigation of any information during my employment for security purposes or as prescribed by government requirements, I also authorize those investigations with no liability arising therefrom.

I agree to abide by all rules, regulations and policies of this company if appointed.

At the option of the company, I agree to a physical examination by a physician chosen by the company, with the understanding that my employment with the company depends upon my passing the physical examination. The cost of such an examination will be borne by the company.

I understand that a probationary period will be in effect in the event employment is offered.

Signature of applicant:

Printed Name:

Date:

Day

Month

Year

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Please note that this application is subject to the provisions of the
Protection of Personal Information (POPI) Act (Act 4 of 2013).

Any disclosure, dissemination, or any other use of this information is prohibited

The information contained in this document is confidential and may be legally privileged.

It is intended solely for the person or entity for the purpose of application for employment at this company.

You are not entitled to disclose or re-transmit any information contained in this document to others.

Disclosure to and use by others may lead to civil liability.