



Crèche Care



SWANCOR HOUSE”
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“SWANCOR HOUSE”
Voortrekkerweg 29
BELLVILLE
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“Fulfilling a great dream means having a great team.”

Application for Employment

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.

<i>Apply only if you meet the requirements of the advertisement</i>	Answer:
Are you fluent in Afrikaans and English?	
Is your age as specified in the advertisement?	
Can you work independently?	
Are you a South African citizen with a SA identification number?	
How many kilometres do you stay from the workplace?	
Do you have a passion and a sincere love for children?	
Are you capable to work as part of an experienced team?	

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:	
SARS Tax No.	
Driver's License: (plus code)	
Date available to start work:	

Marital status: Yes or No	
Single	
Married	
Divorced	

Number of Dependants:	
Age	
Age	
Age	
Age	
Age	
Age	

Do you have a disability (physical or mental impairment)?	
Yes or No	

Frequency of compulsory clinic visits?	
Weekly	
Monthly	
Every six months	
Yearly	
Other	

Health conditions:

Have you ever applied to work for this company before?	
Yes or No	
If yes, date(s):	

Have you ever worked for this company before?	
Yes or No	
If yes, date(s):	
From:	
Until:	
Position held?	

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

Computer literacy				
(Choose one for each module)	No Expertise	Beginner	Intermediate	Expert
Microsoft Word				
Microsoft Excel				
Microsoft PowerPoint				
Microsoft Outlook				
Microsoft Access				
General Computer Skills?				

EDUCATION:	
Highest School qualification?	
Name of Institution?	
Year obtained?	

EDUCATION:	
Highest College Qualification?	
Name of Institution?	
Year obtained?	

EDUCATION:	
University Qualifications?	
Name of Institution?	
Year obtained?	

EDUCATION:	
Special training useful for this job?	
Name of Institution?	
Year obtained?	

Work History

Starting with your present or last employer, list the last 3 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:							
Position Held?							
From:	Day	Month	Year	Until:	Day	Month	Year
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:							
Position Held?							
From:	Day	Month	Year	Until:	Day	Month	Year
Reason for leaving?							
Salary started with:							
Salary ended with or at present:							
Name of Reference:					Telephone number of Reference?		

Job 3 (3rd last job) or Unemployed

Name of the Company:							
Employer's Telephone number:							
Position Held?							
From:	Day	Month	Year	Until:	Day	Month	Year
Reason for leaving?							
Salary started with:							
Salary ended with or at present:							
Name of Reference:					Telephone number of Reference?		

Declaration:	Yes or No
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 an 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.	

Printed Name:			
Signature of applicant:		Date:	