

## Employment Application Form

EAF

Position Applied For

Reference

Date of Submission


### Section 1

### Personal Details

Title	MR	MRS	MISS	MA	
First Names				Surnames	
ID Number				Work Permit no.	
Postal Address				Residential	
Postal Code				Residential	
Email Address				Work email	
Mobile no.				Landline (h)	
Skype ID				Landline (w)	

Are we able to contact you during working hours?

Y	N
Y	N

Do you have a Drivers Licence?

Do you require a permit to work in South Africa?

Y	N
Y	N

Do you require an entry visa for South Africa?





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### Section 2 Nationality, Residency and Passport Information

Nationality South African	
Passport no.	
Expiration date	
Date of Issue	
Place of Issue	
Place of Birth South Africa	
Country of Residence South Africa	
Length of Residency	

### Section 3 Qualifications and Training

Qualification	
Length of Acquisition	
Institution	
List of Subjects	
Qualification	
Length of Acquisition	
Institution	
List of Subjects	
Qualification	
Length of Acquisition	





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Institution

List of Subjects

### Section 4

### Current Employment and Work Experience

Current Occupation

Dates of Employment

Name of Company

Type of Company

Salary

Reason for Leaving

Duties and Responsibilities

Notice Required

Occupation

Dates of Employment

Name of Company

Type of Company

Salary

Reason for Leaving

Duties and Responsibilities





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Occupation	
Dates of Employment	
Name of Company	
Type of Company	
Salary	
Reason for Leaving	
Duties and Responsibilities	

Occupation	
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Occupation	
Dates of Employment	
Name of Company	
Type of Company	
Salary	
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Duties and Responsibilities	

### Section 5 Supporting Information

Please describe why you would be best suited for this position?

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### Section 6

### Language Proficiency

1	Fluent			
2	Working Knowledge			
3	Basic			
Basic	Read	Write	Speak	Understand

### Section 7

### IT Skills

Skill /Programme	Basic	Intermediate	Advanced
MS Word			
MS Excel			
MS Powerpoint			
Access			
Payroll			
Pastel			
CRM			
Powerpoint			

### Section 8

### Getting to know you better

What are your short and long term goals?

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What do you do in your spare time?

Do you have a criminal record? If yes please specify.

Dependents details

Number

Relationship	
Age	
Name and Surname	

Relationship	
Age	
Name and Surname	

Relationship	
Age	
Name and Surname	

Relationship	
Age	
Name and Surname	

Relationship	
Age	
Name and Surname	

Relationship	
Age	
Name and Surname	

Marital Status

Married

Single

Divorced

Widow/ed

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### Section 9

### References

Full Names				Surname		
Title	Mr	Mrs	Miss	MA		
Organisation						
Address						
Postal Code				Contact no.		
Contact no.				Email Address		

Full Names				Surname		
Title	Mr	Mrs	Miss	MA		
Organisation						
Address						
Postal Code				Contact no.		
Contact no.				Email Address		

Full Names				Surname		
Title	Mr	Mrs	Miss	MA		
Organisation						
Address						
Postal Code				Contact no.		
Contact no.				Email Address		

### Section 10

### Availability

Notice Period	
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### Section 11

### Conflict of Interest

Are you a relative or partner of any employee of Islamic Relief?

YES NO

Name and Surname


Do you have relatives or partners at any other NGO?

YES NO

State NGO.


### Section 12

### Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to terminate any employment contract offered.
2. I agree that the information contained within this application and supporting documents (including sensitive information) may be accessed, stored and used by the respective HR representative.
3. I agree that should I be successful in this application, I will, if required, apply to Criminal Records Bureau/ SA Criminal Records Office for basic disclosure.

Signature

Date

Please send you completed application to: [recruitment@islamic-relief.org.za](mailto:recruitment@islamic-relief.org.za)

Contact the HR Office on: **021 696 0145** for any queries.

Please attach the following to this application and state the reference number clearly

1. CV
2. Certified copy of ID
3. Certified copy of Passport
4. Certified copies of qualifications