

INTERNAL APPLICANT		EXTERNAL APPLICANT	
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APPLICATION FOR A PERMANENT/CONTRACT POST

IMPORTANT:
 Applicants are requested to complete the form in full. (Pikitup (SOC) Ltd reserves the right not to consider incomplete applications).

- Where possible complete this form electronically, print, sign, scan and return. If handwritten, ensure it is legible.
- Attach certified copies of your identity document, matric certificate, other certificates, diplomas or degrees.
- Send the completed application form to the address indicated in the advertisement.
- If you wish to apply for a post in more than one department, complete a separate form for each post.
- No late applications are accepted.
- *Applications will only be considered for advertised posts, from persons who meet all the minimum advertised requirements.*

1. PERSONAL PARTICULARS

Surname					
First names					
Identity number			Gender	M	F
Race (Mark with x)	African	Coloured	Indian	White	Other
Are you a South African citizen?			Yes	No	
If no, please provide details of your nationality					
If you are not a citizen by birth, please indicate the date you acquired your citizenship					
Permanent residence status			Yes	No	
If you have permanent residence status, please indicate the date you acquired permanent residence					
If you are a foreigner please provide the following (Certified copies of documents must be attached)					
Passport no		Country of issue		Passport Expiry date	
Work visa no		Type of visa		Visa Expiry date	
Are you a person with a disability?		Yes		No	
If yes, please elaborate					
Residential address			Postal address		

Post Code		Post Code	
Telephone:	Home No:	Work No:	
Cell No:		E-mail	
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity			Yes
			No
If yes please specify	Name of party	Position	Expiry Date
Have you previously been employed in Local Government?		Yes	No
If yes, please provide details			

2. PARTICULARS OF POST APPLIED FOR

Department:			
Reference No:			
Job Title:			
Duration	Permanent		Fixed-Term

3. DETAILS OF CURRENT POSITION (if applicable)

Employer Name: (include website)		Address	
Employee SAP No (Current Pikitup Staff only)			
Position		Period of employment	
Number of Subordinates		Name of Line Manager:	
Key Performance Areas(KPs)			

4. OCCUPATIONAL EXPERIENCE

	Employer	Job Title	KPA's or Tasks	From	To	Reason for
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	(Most recent first)	(List a maximum of 5 per post)	Month	Year	Month	Year	leaving
1.							
2.							
3.							
4.							
5.							

5. SECONDARY EDUCATION (HIGH SCHOOL)

Highest standard/grade passed	Year	Name of Institution/School

6. COMPLETED TERTIARY (POST SCHOOL) EDUCATION *(All qualifications are verified by independent service providers)*

Degree/Diploma/Certificate	Institution	Year Obtained	Student No	Major subjects

7. CURRENT AND/OR INCOMPLETE TERTIARY STUDIES *(if applicable)*

Degree/Diploma/Certificate	Institution	Year first enrolled	Completion Date	F / P*	Major subjects

* Full-time study must be indicated by 'F' and part-time by 'P'.

8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read or write. Poor (P), Average (A), Good (G):			
Language	Speak	Read	Write
English			

9. PROFESSIONAL MEMBERSHIP/ACCREDITATION

Name of Body	Membership No	Expiry Date	Status/Level

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14. FOR RECORD PURPOSES, PLEASE INDICATE HOW YOU BECAME AWARE OF THE VACANCY?

Word of Mouth	
Sunday Times	
Pikitup Website	
Other Newspapers	
Job Board e.g. Career Junction or LinkedIn	
Other	

15. INSOLVENCY /CONFLICT

Are you involved in any outside business or activities or do you have any interests which may conflict or are likely to conflict with the execution of any official duties, should you be the successful candidate for this post?	Yes	No
If yes, elaborate		
Have you ever been declared insolvent or have you been/are you currently under administration?	Yes	No
If yes, elaborate		

16. CRIMINAL /DISCIPLINARY RECORD

Have you ever been found guilty of a criminal offence? If yes, specify the details and motivate why you should still be considered for the post.	Yes	No

Is there any criminal, civil or disciplinary action pending against you?	Yes	No
If yes, specify the details and motivate why you should be considered for the post		

Have you ever been found guilty of misconduct at a previous employer?	Yes	No
If yes, specify the details		

Are you currently suspended or on a valid warning?	Yes	No
If yes, specify the details		

17. DECLARATION BY APPLICANT



CONFIDENTIAL

I DECLARE THAT THE INFORMATION I HAVE PROVIDED IN MY APPLICATION AND SUPPORTING DOCUMENTS IS TRUE AND CORRECT. I FURTHER CONFIRM THAT I HAVE MADE FULL DISCLOSURE OF ALL ADVERSE FACTS PERTAINING TO MY APPLICATION WHICH PIKITUP SHOULD BE AWARE OF IN CONSIDERING MY APPLICATION. I ACCEPT THAT SHOULD PIKITUP BECOME AWARE OF ANY FALSE/MISLEADING INFORMATION PRESENTED IN MY APPLICATION, MY APPLICATION WILL BE DISQUALIFIED, ALL OFFERS REVOKED AND/OR MY CONTRACT TERMINATED

NAME

SIGNATURE

DATE