



Application for Employment

Anglican Diocese of Port Elizabeth



WHAT IS THE PURPOSE OF THIS FORM To assist the Diocesan Selection Committee in selecting a person for an advertised post. This form may be used to identify candidates for an interview. As not all applicants may be interviewed, you need to complete this form fully, accurately and legibly. This will help to process your application fairly. WHO SHOULD COMPLETE THIS FORM Only people wishing to apply for the advertised position in the Diocese of Port Elizabeth. ADDITIONAL INFORMATION This form requires basic information. Candidates selected for interviews may be asked to provide additional certified information that may be required to make a final selection. SPECIAL NOTES 1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any purpose other than assessing the suitability of a person, except to the extent required and permitted by law. Your personal details must match those on your ID or passport. 2 - Passport number for non-South Africans. 3 - This information is required to enable the Diocesan Selection Committee to comply with the Constitution and Canons of ACSA. (Differently abled will mean disabled) 4 - This information will be taken into account only if it directly relates to the requirements of the position. 5 - Applicants must attach a detailed CV with work experience and certified copies of their qualifications.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="background-color: #d3d3d3;">A. THE ADVERTISED POST</th> </tr> <tr> <td colspan="2" style="height: 50px; vertical-align: top;">Position for which you are applying (as advertised)</td> <td colspan="3" style="height: 50px; vertical-align: top;">Area where the position was advertised</td> </tr> <tr> <td colspan="2" style="height: 50px; vertical-align: top;">Reference number (as stated in the Advert if available)</td> <td colspan="3" style="height: 50px; vertical-align: top;">If you are offered the position, when can you start, or how much notice must you give your current employer?</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="background-color: #d3d3d3;">B. PERSONAL INFORMATION</th> </tr> <tr> <td style="width: 20%;">Surname</td> <td colspan="4" style="height: 30px;"></td> </tr> <tr> <td>First Names</td> <td colspan="4" style="height: 30px;"></td> </tr> <tr> <td>Date of Birth</td> <td colspan="4" style="height: 30px;"></td> </tr> <tr> <td>ID number ²</td> <td colspan="4" style="height: 30px;"></td> </tr> <tr> <td>Race ³</td> <td style="width: 10%; text-align: center;"><i>African</i></td> <td style="width: 10%; text-align: center;"><i>White</i></td> <td style="width: 10%; text-align: center;"><i>Coloured</i></td> <td style="width: 10%; text-align: center;"><i>Indian</i></td> </tr> <tr> <td>Gender ³</td> <td colspan="2" style="text-align: center;"><i>FEMALE</i></td> <td colspan="2" style="text-align: center;"><i>MALE</i></td> </tr> <tr> <td>Are you differently abled in any form? ³</td> <td colspan="2" style="text-align: center;"><i>YES</i></td> <td colspan="2" style="text-align: center;"><i>NO</i></td> </tr> <tr> <td>If yes, in what form?</td> <td colspan="4" style="height: 30px;"></td> </tr> <tr> <td>Are you a South African Citizen?</td> <td colspan="2" style="text-align: center;"><i>YES</i></td> <td colspan="2" style="text-align: center;"><i>NO</i></td> </tr> <tr> <td>If no, what is your Nationality</td> <td colspan="4" style="height: 30px;"></td> </tr> <tr> <td>And do you have a valid work Permit?</td> <td colspan="2" style="text-align: center;"><i>YES</i></td> <td colspan="2" style="text-align: center;"><i>NO</i></td> </tr> <tr> <td>Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴</td> <td colspan="2" style="text-align: center;"><i>YES</i></td> <td colspan="2" style="text-align: center;"><i>NO</i></td> </tr> <tr> <td colspan="5" style="height: 50px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="background-color: #d3d3d3;">C. HOW DO WE CONTACT YOU</th> </tr> <tr> <td colspan="3" style="height: 30px; vertical-align: top;">Preferred language for correspondence?</td> <td style="width: 10%;"></td> </tr> <tr> <td colspan="3" style="height: 30px; vertical-align: top;">Telephone number during office hours</td> <td style="text-align: center;">()</td> </tr> <tr> <td style="width: 30%;">Preferred method for correspondence</td> <td style="width: 10%; text-align: center;">Post</td> <td style="width: 10%; text-align: center;">E-mail</td> <td style="width: 10%; text-align: center;">Fax</td> </tr> <tr> <td colspan="2" style="height: 30px; vertical-align: top;">Correspondence contact details (in terms of above)</td> <td colspan="2"></td> </tr> </table>	A. THE ADVERTISED POST					Position for which you are applying (as advertised)		Area where the position was advertised			Reference number (as stated in the Advert if available)		If you are offered the position, when can you start, or how much notice must you give your current employer?			B. PERSONAL INFORMATION					Surname					First Names					Date of Birth					ID number ²					Race ³	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>	Gender ³	<i>FEMALE</i>		<i>MALE</i>		Are you differently abled in any form? ³	<i>YES</i>		<i>NO</i>		If yes, in what form?					Are you a South African Citizen?	<i>YES</i>		<i>NO</i>		If no, what is your Nationality					And do you have a valid work Permit?	<i>YES</i>		<i>NO</i>		Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴	<i>YES</i>		<i>NO</i>							C. HOW DO WE CONTACT YOU				Preferred language for correspondence?				Telephone number during office hours			()	Preferred method for correspondence	Post	E-mail	Fax	Correspondence contact details (in terms of above)			
A. THE ADVERTISED POST																																																																																																										
Position for which you are applying (as advertised)		Area where the position was advertised																																																																																																								
Reference number (as stated in the Advert if available)		If you are offered the position, when can you start, or how much notice must you give your current employer?																																																																																																								
B. PERSONAL INFORMATION																																																																																																										
Surname																																																																																																										
First Names																																																																																																										
Date of Birth																																																																																																										
ID number ²																																																																																																										
Race ³	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>																																																																																																						
Gender ³	<i>FEMALE</i>		<i>MALE</i>																																																																																																							
Are you differently abled in any form? ³	<i>YES</i>		<i>NO</i>																																																																																																							
If yes, in what form?																																																																																																										
Are you a South African Citizen?	<i>YES</i>		<i>NO</i>																																																																																																							
If no, what is your Nationality																																																																																																										
And do you have a valid work Permit?	<i>YES</i>		<i>NO</i>																																																																																																							
Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴	<i>YES</i>		<i>NO</i>																																																																																																							
C. HOW DO WE CONTACT YOU																																																																																																										
Preferred language for correspondence?																																																																																																										
Telephone number during office hours			()																																																																																																							
Preferred method for correspondence	Post	E-mail	Fax																																																																																																							
Correspondence contact details (in terms of above)																																																																																																										

D. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'						
	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS ⁵		
Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE ⁵							
Employer (including current employer)	Post held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the Anglican Church of Southern Africa, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, indicate the position you occupied.							

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that providing false information could result in my application being disqualified or, if I am appointed, my discharge.</i>	
Signature:	Date: