

HRR 001

NAMC JOB APPLICATION FORM

PURPOSE

The purpose of this job application form is to assist the NAMC in selecting suitable candidates for advertised positions. This form will be used to identify candidates to be assessed, interviewed and/or placed within the advertised position; you need to fill in this form completely and as accurately as possible. An incomplete application form may disqualify a candidate from applying for a position. The application form will assist in processing your application fairly. Please note: Curriculum vitae will not be accepted in lieu of this application form but may be annexed as an attachment to this application form. Late applications will not be processed. All information will be treated in the strictest confidence and will not be used for any other purpose except to assess your suitability for the position (s) you are applying for. Preference may be given to candidates of the designated groups in line with NAMC's Employment Equity Policy and Plan.

Please ensure that you use the position reference number on the Advert to ensure that your application will not be missed.

1. POSITION DETAILS

Reference Number: <i>(To be captured as advertised)</i>	Positions applied for in order of preference: <i>(Please state name of position as advertised)</i>
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2. PERSONAL DETAILS

Title:						
Full name(s) of Applicant						
Surname:						
Employee number: <i>(Your current NAMC employee number if applicable)</i>						
Identity number*:						
Race*:	African		Coloured		Indian	White
Gender:	Male		Female			
Do you have any physical disability? <i>*(Please tick appropriate box)</i>	Yes, please provide details.					
	No					
Availability to start/notice period: <i>(If you are successful when can you resume duty?)</i>						
Current Position Details:	Name of current position	Department/ Organisation		Years in current Position		

Please note that the information will be used for statistical purposes with regards to employment equity

Contact Details:	Postal Address		E-mail address	
			I do not have an e-mail address	
	Telephone number		Cell phone number	

3. EXPERIENCE

(Please provide information on relevant experience you have gained with regards to similar position(s) you have occupied in the past or are currently occupying)

Position <i>(name of position)</i>	Organisation and Department	Years of experience in position <i>(How many years have you occupied the position)</i>		Key responsibilities <i>(List only key deliverables/outputs)</i>	Position Measures		
		From	To		Rand measures: <i>Department budgets, operating costs controlled, sales revenue etc. State all figures on an annual basis for the current Financial Year that you are/were responsible for.</i>	Unit measures: <i>Number of clients, number of suppliers, number of products or any other scope measurements for which you were/are responsible for.</i>	People measures: <i>List total number of staff or, if applicable, contractors, for which you are/were responsible for.</i>

4. POSITION INPUTS			
4.1 Qualifications (list the <i>relevant</i> qualifications you have acquired which you think will assist you in fulfilling the position you are applying for).		4.2 Knowledge (list the <i>relevant</i> knowledge you have acquired which you think will assist you in fulfilling the position you are applying for).	
4.3 Skills and Competencies:			
(List the skills; behaviours and level of competence you have acquired in your current or previous position (s), which you think, will assist you in fulfilling the position you are applying for).			
Skill/Competency	Competence level		
	Basic: Have limited exposure in using this skill/competency	Intermediate: Have applied this skill/competency in some areas within my current and previous roles.	Advanced: Have applied this skill/competency as a key requirement in my current and previous roles.
5. Decision Making:			
(Please indicate the kind of decisions you have had to make in your current or previous position(s), this includes the ability for you to take certain actions and make certain decisions, it may include limit or restrictions with regards to decisions or actions, which you could not take).			
6. Communication:			
(Please indicate the key interfaces in your current/previous position(s) This details those people with whom you have to interact both within and outside of the organization?).			
7. Motivation:			
(Please provide the reasons why you should be considered for this position (s) you have applied for).			

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8. ADDITIONAL INFORMATION		
8.1 References		
<i>(Please provide names of three references we can contact to confirm details of your employment and or performance in your current or previous position (s)).</i>		
Name:	Position:	Contact Details:
8.2 Salary expectations: (Optional) <i>please indicate your salary expectations in relation to the position (s) you are applying for:</i>		
8.3 Any other relevant information you would like us to know:		
8.4 Current studies or plans to study further:		
9. DECLARATION		
I declare that the information provided herein is complete and correct, according to the best of my knowledge. I understand that any false information provided could lead to my application being disqualified. I hereby consent to NAMC conducting any investigation into the above mentioned matters, and/or any other matter that may have a bearing on the employment relationship, should there be a need to do so (incl. identity, qualifications, credit, criminal and reference checks, where applicable):		
Signature: <i>*Applications received in electronic copy will be accepted as signed by the applicant</i>	Date:	