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| HR204 | **SENIOR EXECUTIVE STAFF VACANCIES APPLICATION FORM**  |  |

**All applicants are required to submit the following information:**

* Covering letter of application.
* Application form (see below).
* Full curriculum vitae (no originals or copies of certificates necessary).
* Any other relevant information specified in the advertisement.

***An application which does not comply with the above requirements will be regarded as incomplete.***

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| --- | --- | --- | --- |
| Post applied for |  | Ref. No. |  |
| Department /Faculty |  |

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| --- | --- | --- | --- |
| Title |  | Initials |  |
| *Please enter your first and last names below as they appear in your identification document or passport.* |
| First Name/s |  | Surname |  |

|  |  |
| --- | --- |
| Postal address |  |
|  |
| Residential address |  |
|  |
| Email address |  |
| Work number |  | Home number |  |
| Fax number |  | Mobile number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  | Gender |  |
| Citizenship |  |
| ID or passport number |  |
| Race (*for stats purposes*) | African | Asian | Coloured | Indian | White |
| If none of the above, please provide details |  |

|  |  |
| --- | --- |
| If RSA permanent resident, please indicate date obtained |  |
| In possession of a Work Permit? (*If yes, specify the duration*) |  |
| If invited for interview, would you require a visa? |  |

|  |  |
| --- | --- |
| Do you have a disability that may require special interview arrangements? |  |
| If Yes, indicate nature of disability |  |

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| --- | --- |
| Total current earnings (cost to company) (*Optional*) |  |
| Minimum expected monthly salary/annual package (*Optional*) |  |
| Notice Period |  |
| Where did you see this vacancy advertised? |  |

**Summary of Qualifications and Experience
(Note: Please enter your qualifications and employment history information in this section as well as on your CV.)**

**Qualifications** (All qualifications are verified prior to appointment)

|  |  |  |
| --- | --- | --- |
| School certificate/Degree/Diploma/Other qualification obtained | Institution | Year |
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**Employment History** (Please list the most recent first)

|  |  |  |
| --- | --- | --- |
| Position | Company/Institution | Dates of employment |
|  |  |  |
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**Three referee names and contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title and Name | Position and Company/Institution | Email address | Contact number |
|  |  |  |  |
|  |  |  |  |
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**Research areas of interest or scholarship** (if relevant)

|  |
| --- |
|  |

**Supervision of students** (if relevant)

|  |  |
| --- | --- |
| Number of Honours students graduated |  |
| Number of Masters students graduated |  |
| Number of Doctoral students graduated |  |

**Research output** (if relevant)

|  |  |
| --- | --- |
| Number of publications in peer-reviewed journals |  |
| Number of publications in conference proceedings |  |
| Other (including papers accepted, but yet to appear) |  |

|  |  |  |
| --- | --- | --- |
| Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make the selection committee aware? ( if so, salient particulars are required) | Y | N |
| Attach separate page if necessary |
| Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? (if so, salient particulars are required) | Y | N |
| Attach separate page if necessary |
| Have you been found guilty of professional misconduct or a crime? (if so salient particulars are required) | Y | N |
| Attach separate page if necessary |

**Note: The above information will be treated in the strictest confidence. Criminal checks are conducted for all successful candidates, with their prior permission.**

**I declare that all the information provided is complete and correct**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Signature |  |

(Candidates invited for interview will be required to sign a hard copy)