

**Employment Application**

**Personal Information**

Surname : \_\_\_\_\_  
 First names in full : \_\_\_\_\_  
 South African ID number : \_\_\_\_\_

Gender :  Male  Female

Title : \_\_\_\_\_

Contact details :  
 Cell : \_\_\_\_\_  
 Home : \_\_\_\_\_  
 Business : \_\_\_\_\_  
 Fax : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Residential address :  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Code: \_\_\_\_\_

Postal Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Code: \_\_\_\_\_

**Additional Information, Inherent Job Requirements:**

Do we have your permission to conduct a credit check?  Yes  No

Do we have your permission to conduct a criminal check?  Yes  No

Do we have your permission to conduct a qualification check?  Yes  No

If yes, please complete pages 5 and 6.

**Position Applying for:**

Position Desired: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Available to Work :  Full Time  Part Time  Temporary

Areas preferred: \_\_\_\_\_

<b>Work Experience</b> (begin with most recent position)	
Employer:	<input style="width: 90%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
Phone No:	<input style="width: 90%;" type="text"/>
Superior:	<input style="width: 90%;" type="text"/>
Dates Employed:	From: <input style="width: 200px;" type="text"/> To: <input style="width: 150px;" type="text"/>
<b>Work Performed:</b>	
Reason for Leaving	

<b>Education</b>			
School Name	Major Course of Study	City	Highest Grade Completed
High School			Diploma / Degree
College			
Business, Technical			
Trade School			
Describe other training completed			

Reason for Leaving	
Work Performed:	
From:	To:
<input type="text"/>	<input type="text"/>
Dates Employed:	
Superior:	<input type="text"/>
Phone No:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Employer:	<input type="text"/>

Reason for Leaving	
Work Performed:	
From:	To:
<input type="text"/>	<input type="text"/>
Dates Employed:	
Superior:	<input type="text"/>
Phone No:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Employer:	<input type="text"/>

Kgem Placements cc  
Tel: 011 234 2234  
Fax: 086 601 2779  
E-mail: [pmoodley@kgem.co.za](mailto:pmoodley@kgem.co.za)

Thank you for taking the time to complete our Employment Application.

Signature: .....  
Date: .....  
Place: .....

- Please read the following statements carefully as they constitute conditions for employment.
- The information that I have provided on this application is accurate and true to the best of my knowledge.
  - I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment.
  - The persons, schools, current and prior employers (if approved by me in the "Additional Inherent Job Requirements and References" History section), inherent job requirements or employers named in this application are authorized by me to verify the information I have provided and to provide information that may be requested to arrive at an employment decision.  
I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally.

**CONDITIONS FOR EMPLOYMENT:**

Name	Telephone number	Occupation	No. of years	Relationship

Give names of three persons to whom you are not related and by whom you have not been employed.

**Personal References**

Company	Contact person	Position	Telephone No.	Can we contact

**References**

34 Tesla Crescent  
Sunninghill  
2157  
Private Bag x 26  
Sunninghill  
2157  
Postnet Site 271

E-mail: pmoodley@kgem.co.za.co.za  
Tel: 011 234 2234  
Fax: 086 601 2779

**Indemnity by Applicant**

I, .....

(Surname and First Names)

Identify number: .....

Have applied for employment with:

.....  
(Company Name)

in the capacity of .....

.....  
(Give details of position applied for)

Furthermore, I give explicit consent to the South African police Criminal Record Centre and all its member or employees in the service of the South African Police, as well as the government of the Republic of South Africa unconditionally against all liability and all actions, proceeding, claims, damage, costs, including attorney - client cost, and expenses whatsoever in relation thereto or what result or may result from furnish of information on the said form SAP69.

Should it become necessary to verify my identity, I consent to having my fingerprints taken by the South African police.

Dated at ..... this .....  
(Place)  
(day, month, year)

.....  
Signature of Applicant

.....  
Witness

**Indemnity by Applicant**

I, .....

(Surname and First Name)

Identity number.....

Address.....

Has approached Kgem Placements cc,

I hereby authorize the above recruitment agency / the recruitment agency's duly authorized agent, to make my name, surname identity number and or fingerprints available to the South African Police Services, and the following Tertiary Education Institutions.

Qualification	Institution	Year	Student Number

I furthermore authorize Kgem Placements cc / agency's duly authorized agent, to conduct all background checks including but not limited to credit bureau searches, drivers licenses, employment history, and any other relevant checks in the pre- or post-employment vetting process and where necessary to request the South African Police Services, Tertiary Education institutions to furnish personal information regarding my criminal background, criminal history, previous convictions and / or any other relevant information such as is usually furnished by the Criminal Record Centre of the South African Police Service, and or Tertiary Education Institutions in this regard, to the above agency / the recruitment agency's duly authorized agent.

I furthermore unconditionally indemnify the South African Police Services, Tertiary Education Institutions and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Services and Tertiary Education Institutions, that -

- (a) the information is furnished solely for the purpose of my proposed employment
- (b) any information furnished to the recruitment agency / the recruitment agency's duly authorized agent, will be disclosed to me for comments before a decision is made on my employment application; and
- (c) the recruitment agency / the recruitment agency's duly authorized agent are responsible for verifying the accuracy, in every respect, of the information furnished by the South African Police Services.

Dated at..... this .....(day, month, year)

(Place)

Signature of Applicant

Witness 1 : .....

Witness 2 : .....