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COMMUNITY MEDIA TRUST

POST APPLICATION FORM 2011

Post: Head Office Bookkeeper (R12,000p/m)

Instructions to applicants:

Please complete all sections for your application form.

If you cannot answer a section please write "N/A" for "Not Applicable" in the space provided.

Surname:		
First Names:		
Telephone number	Mobile number	
Street address of the place where you live:		
Suburb/District	City/Town	Postal Code
Date of birth	Age	Home Language
Other languages you speak:		
Are you currently employed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where:		

Please list your last 1-3 positions of work that are relevant to this post below:

	(1)	(2)	(3)
Name of Company/ Employer you worked for			
Street address, town and province you worked in			
State your title and duties at this place of work			
State if you were an employee/ volunteer or intern			
State the full name of your supervisor / manager			
Landline number and cell-phone number of this supervisor			
Date work started			
Date ended			

Please list your highest qualification and be prepared to bring your certificate(s) to an interview if you are shortlisted.

1. Grade 12

2. Certificate:(state name)

3. Diploma:(state name)

4. Degree(state name)

5. State you ability on Excel Fair Good Excellent

6. State you ability on Pastel Evolution Fair Good Excellent

7. State you ability on Pastel Payroll Fair Good Excellent

8. Have you ever done bookkeeping? Yes No

9. Have you ever processed payroll on Pastel? Yes No

10. If yes/no please describe what you have done.....
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11. I (print name)

Give CMT permission to conduct a confidential credit and criminal reference check on me for the sole purposes of recruitment.

Signature of applicant	Date
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