

APPLICATION FOR EMPLOYMENT



All applicants are required to submit the following information to recruitment@cmt.org.za

- Correct reference number in the subject line of the email and attach -
 1. Covering letter of application;
 2. Completed Application for Employment Form;
 3. Curriculum vitae (*do not attach certificates – not required at this stage*);
 4. Any other relevant information specified in the advertisement.

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

1. THE ADVERTISED POST

Position for which you are applying (as advertised)		Reference number (as stated in the advert)	
Where have you seen / heard of the advert			
How much notice must you serve with your current employer		If you are offered the position, what date can you start	

2. PERSONAL INFORMATION

Mr/ Mrs/ Miss/ Ms		Initials	
Surname			
First Name/s			
Email address			
Work number		Mobile number	
Date of Birth		Home number	
Are you a SA Citizen	Yes	No	If no, what is your Nationality
Do you have a valid work permit?	Yes	No	Permit Expiry date
ID or Passport number		Passport Expiry date	
Tax Reference Number			

Do you know anyone working at CMT	Yes	No	If yes, what is your relationship	
If yes, what is the name of the CMT Employee				
Detail your relevant experience for this position as concisely as possible				
Minimum expected monthly salary				

For purposes of complying with the Employment Equity Act of 1998 please select the applicable boxes	African	Coloured	Indian	White	Non - SA
Gender		Male		Female	
Do you have a disability		Yes		No	

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Note: Please enter your qualifications and employment history information in this section as well as on your CV.

3. QUALIFICATIONS

Details of Degree(s)/Diploma(s)/Certificate(s) held (All qualifications are verified prior to appointment)

Highest completed qualification	Masters	Honours	Degree	Diploma	Certificate	Matric
Name of University / College / School					Date completed	
Name of Qualification						
Drivers' Licence	Yes	No	PDP	Yes	No	

4. WORK EXPERIENCE

(Please list the most recent first)

Post held		Start date	
Name of Company		End date	
Reason for Leaving			
Post held		Start date	
Reason for Leaving		End date	
Reason for Termination			
Post held		Start date	
Name of Company		End date	
Reason for Leaving			

5. MOST RECENT REFERENCE NAMES AND CONTACT DETAILS

(These referees may be contacted directly by CMT at any stage of the selection process)

Name	Job Title	Relationship to you	Tel. No. (office hours)
			Email:
Name	Job Title	Relationship to you	Tel. No. (office hours)
			Email:
Name	Job Title	Relationship to you	Tel. No. (office hours)
			Email:

6. DECLARATIONS (To be completed by all applicants)

Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make CMT aware? (if yes, salient particulars are required – please attach separate page if necessary)	Yes	No
Have you ever been convicted of a criminal offence? (if yes, salient particulars are required – please attach separate page if necessary)	Yes	No
Have you ever been dismissed from employment? (if yes, salient particulars are required – please attach separate page if necessary)	Yes	No

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

I hereby declare that all particulars and answers in this application form are true and no material fact has been withheld. I agree that this application and declaration shall be the basis of any contract between the organisation and me, that the withholding of any material information or failure to answer the questions correctly will constitute a breach of a condition of my employment (if I am successful in my application) for which I may be dismissed.

Name		Date	
Signature			

**Note**

Candidates invited for interview will be asked to bring along their signed hard copy of this form.

WHO SHOULD COMPLETE THIS FORM

All persons wishing to apply for an **advertised position** at CMT.

SPECIAL NOTES

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

1. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law.
2. Your personal details must correspond with the details in your ID or passport.
3. Passport number in the case of non-South Africans.
4. All NON-South Africans applicants **must attach valid work** and residency permits to be eligible for consideration.
5. This information is required to enable CMT to comply with the Employment Equity Act. 1998
6. This information will only be taken into account if it directly relates to the requirements of the position
7. Applicants substantial qualifications or work experience must attach a CV

AT THIS STAGE - DO NOT ATTACH CERTIFICATES