



APPLICATION FORM

TARSUS TECHNOLOGIES	Section	RECRUITMENT & SELECTION POLICY
	Section No.	Section 4: 4 (f)
HUMAN RESOURCES POLICY & PROCEDURE MANUAL	Description	Application Form
	Date	September 2009

EMPLOYMENT APPLICATION FORM

PERSONAL INFORMATION	
Date of Completion:	Position Applying for:
Surname:	First Names:
Full Residential Address:	Postal Address:
Residential Telephone No.:	Business Telephone No.:
Alternative contact details	
Are you a South African citizen?	YES / NO
ID number	
If "No" do you have a current work permit? If no, provide a copy	YES / NO
Home Language:	
Additional Languages: Speak Read Write	



1. What isn't on your application that you would like the company to know in order to make a decision?

2. What attracted you to make this application?

3. What value do you believe that you will add to Tarsus Technologies?

4. Why have you chosen Tarsus Technologies as a potential employer?

Education and Training (Copies of Certificates to be attached)				
Last schools attended	Date from	To	Subjects Taken	Highest Standard
Subjects and Results Obtained:				
Other institutions attended	Date from	To	Subjects Taken	Diploma/Degree obtained



<u>Computer Skills</u>	
List Computer Programmes used and experience (Windows, Word-processing, Spreadsheets, Database, Accounting, Internet, e-mail other ...)	Experience (State whether self-taught or formal course done)

Employment History
Give previous employers in date order, present or most recent first:

Job Title of immediate supervisor	Job Titles of staff reporting to you
Notice Period needed	Suitable starting date

Fringe benefits applying in present job



Reference			
Please give three employer references, at least two of whom are previous employers			
Company	Person to Contact	Address	Telephone No.
1.			
2.			
3.			
Declaration			
<p>I declare that the information given in this form is correct. I understand and accept that any misrepresentation will automatically and immediately lead to this application being rejected or if the application is successful, a disciplinary investigation with summary dismissal as the possible consequence. I furthermore specifically and willingly permit the Company to undertake any credit or criminal charge checks that it may consider appropriate and that to my knowledge I have no financial or criminal offences that would preclude me from normal employment.</p>			
<p>I understand fully that it is my responsibility to inform the Company should any personal details as affect this Employment Information status change.</p>			
<p>Furthermore, I declare that I do not have knowledge of any medical condition, illness or previous injury that could negatively impact on my ability to perform to the inherent requirements of the position.</p>			
Signature of Employee _____		Date _____	
Witness _____		Date _____	



For Office Use Only

1. Source of Application:

Direct Application / Agency / Staff Member / Head Hunt/Other (State details below)

2. Interviewed by:

A.

B.

3. References checked by: