



WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post. This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

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.

SPECIAL NOTES

- 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. Your personal details must correspond with the details in your ID or passport.
- 2 - Passport number in the case of non-South Africans.
- 3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.
- 4 - This information will only be taken into account if it directly relates to the requirements of the position.
- 5 - The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.
- 6 - The applicant may submit additional information separately where the space provided is not sufficient.
- 7 - Departments must accept certified documents that accompany the application(s) with certification that is up to 8 months, unless the advert prescribes a longer period.
- 8 - Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Reference number (as stated in the advert) Please Enter Job Reference Number	Department where the position was advertised PUBLIC
Position Name Position Name	If you are offered this position, when can you start OR how much notice must you serve with your current employer? Available immediately

B. PERSONAL INFORMATION1

Surname Surname / Last Name	
Full names Full Names	
Date Of Birth	
Identity Number (Required if SA citizen) ID Number	
Passport number Passport Number	
Ethnicity*	African
Gender*	Male
Do you have a disability?	No
Are you a South African citizen?	Yes
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)?	No
Do you have any pending criminal case against you?	No
Have you ever been dismissed for misconduct from the Public Service?	No
Do you have any pending disciplinary case against you?	No
Have you resigned from a recent job pending any disciplinary proceeding against you?	No
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed?	No
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?	No
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?	No
Please specify the total number of years of experience you have	
Public Sector Number of Years - Public Sector	
Private Sector Number of Years - Private Sector	
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment?	No
If your profession or occupation requires official registration, provide date and particulars of registration	
Date	
Institution Name Institute Name	
Reg No Professional Registration Number	

Reference number

Type in reference number as per job post advertised
PLEASE ENSURE THAT THE REFERENCE NUMBER IS ACCURATELY INSERTED AS PER JOB ADVERT

Position Name

Auto-populates as per reference number

Notice Period

Select notice period applicable using drop-down arrow

Date of Birth

YYYY-MM-DD

ID Number

If South African Citizen

Passport Number

If NOT South African Citizen

IMPORTANT:

Complete all fields accurately and honestly

C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS

Preferred language for correspondence: English

Email: Email Address

Contact Number / Mobile Number: Contact / Mobile Number

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'

Language: English

Speak Proficiency: Good

Write and Read Proficiency: Good

[Add Another Language](#)

E. FORMAL QUALIFICATION⁷ (from highest to the lowest)

Name of Institution: Name of Institution

Name of qualification obtained: Name of Qualification

Student Number: Student Number

Year obtained: []

Status: In Progress

[Add Another Qualification](#)

F. WORK EXPERIENCE (Also attach a detailed CV)

Employer: Employer Name

Post held: Post Held

From: []

To: []

Status: Current

Reason for leaving: Reason for Leaving

[Add Another Employer / Position](#)

HANDY HINTS:
 Use arrow drop-down to make selections
 Click blue button to add additional information per section

IMPORTANT:
 Complete all fields accurately and honestly

G. REFERENCES

References	Name of reference
	<input type="text" value="Name of Reference"/>
	Relationship to you
	<input type="text" value="Relationship to Reference"/>
Contact Number (Office Hours)	
<input type="text" value="Contact Details"/>	

[Add Another Reference](#)

DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed:

I agree	<input type="checkbox"/>	Date	<input type="text"/>
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Signature ✕

HANDY HINTS:
 Use arrow drop-down to make selections
 Click blue button to add additional information per section

Date
 YYYY-MM-DD

I agree
 By clicking on the box provided, you agree to the terms and conditions of the Z83 application

Signature
 If you are using your mouse:
 - Right click and use mouse to sign
 If you are using your laptop touchpad:
 - Right click and use your finger or stylus to sign
 This may take a few attempts until you are satisfied – use the blue X to delete your efforts until you are satisfied.

IMPORTANT:
 Complete all fields accurately and honestly

Add Supporting Documentation

This should include the below documents:

CV (Compulsory)
 No file chosen

ID/Passport (Compulsory)
 No file chosen

Qualification (Compulsory)
 No file chosen

Drivers License (if applicable)
 No file chosen

Additional Information/References (at least 3 references compulsory)
 No file chosen

Next

Double check your input in this form.
Once complete, click **Next** button.

Add Supporting Documents

Adding supporting documents is important for your application for the position advertised.

Click on **Choose File** to add the document from your desktop browser or USB stick

Note the documents that are marked **Compulsory** this means that adding these documents will ensure your submission compliant.

DOCUMENTS can be in .pdf .docx .jpg .png format

IMPORTANT:

Complete all fields accurately and honestly



Please answer the questions below

Question:

Appropriate qualification?

Answer

No

Question:

Minimum of 5 years relevant experience?

Answer

No

Question:

Minimum of 3 years managerial relevant experience

Answer

No

Submit

HANDY HINTS:

Use arrow drop-down to make selections

Click blue button to add additional information per section

Please answer the questions

These questions will enable the recruitment and selection team to review your application quickly.

HONESTY IS CRITICAL FOR SUCCESS

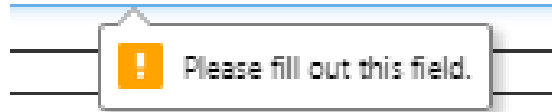
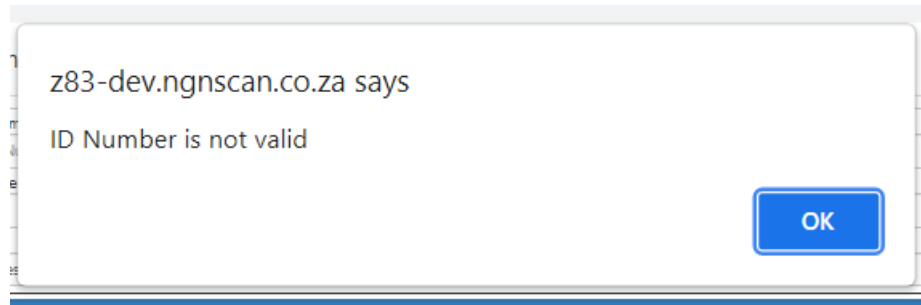
Submit

Click on Submit button

You will be taken to a printable version of your application – see printer icon in top right of next page.

IMPORTANT:

Complete all fields accurately and honestly



HANDY HINTS:

- If any of the compulsory fields are not completed correctly, you will see a pop-up that will bring your attention to the error and you will then need to go back to the relevant field and correct. Then try to **Submit** again.
- You will have 30 minutes to complete the form. If you take longer, the digital form will **Time-Out** and you will have to begin again.