

APPLICATION FOR EMPLOYMENT: LRP

Instruction

*This form must be completed in ink by the applicant in his/her handwriting:
Copies of educational service certificates and CV must accompany this application.*

Photo

*not older
than a year*

EMPLOYMENT DESIRED

Employment desired:

Reference no (if any): _____ **When can you assume duty?** _____

PERSONAL DETAILS

Surname: _____

Names: _____

Identity/passport number: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

Contact Number: _____

Present Residential Address: _____

Mark the appropriate space:	Male	Female		
	Widowed	Divorced	Single	Married

Number of independent children: _____

Respective ages: _____

KNOWLEDGE AND QULAIFICATIONS

Attach your Curriculum Vitae (CV) with the following particulars as a prerequisite for your application to be considered:

Educational qualifications Employment history Military service Special skills

LANGUAGE PROFICIENCY

State "good" "fair" "poor" in the appropriate spaces

Specify languages				
SPEAK				
READ				
WRITE				

CONTACTS AND RELATIVES

A) List any personal or other contacts you have in South Africa

Individual	Occupation	Address

B) List any relatives or friends who are employed by local government

Name	Relationship	Name of government Institution

CITIZENSHIPS

A) List each country of which you have been a citizen

Period	Country	How was citizenship acquired

I declare that the above particulars are complete and correct and I understand that any false information supplied could lead to my immediate discharge.

Date: _____

Signature: _____

APPOINTMENT OF LRP

FOR OFFICIAL USE

Approved: _____

Not Approved: _____

Corporate Service Manager: _____

Date: _____

Mission: _____

File reference: _____

LRP PARTICULARS

Post number: _____

Section: _____

Post Title: _____

REMUNERATION

Salary level and notch of lrp: _____

Annual basic salary: _____

Incremental date: _____

CERTIFICATION

I hereby certify that the above mentioned lrp has been appointed and that the details furnished are correct.

Date: _____

Corporate Service Manager: _____

CONTROL LIST

Mark applicable items:

Application form

ID/Passport document

Record/Security clearance

Health Questionnaire

Marriage certificate

Divorce decree

Death certificate (of spouse)

CV

Drivers licence

Service certificates

Letter of appointment

Qualification certificates

Medical Aid/pension fund admission

Recommendation: Selection Panel

Copies for the attention of:

Records Noted

1. Directorate: LRPA

Signature: _____

2. The Accountant

Signature: _____