



# St MARY'S

Diocesan School for Girls, Kloof

St Mary's is an equal opportunity Employer. An Application will not in itself entitle the Applicant to an interview or appointment. Failure to meet the minimum requirements of the post will result in the Applicant automatically being disqualified from consideration. The successful candidate will be required to provide a Police Clearance Certificate and be cleared on the Sexual Offenders Register.

Shortlisted candidates will be contacted within 2 weeks after closing date. Should you not be contacted after the said date, please consider your application unsuccessful.

By submitting your Application and providing St Mary's DSG, Kloof ("the School") with your Personal Information, you consent to the School processing your Personal Information and contacting the References supplied in relation to this application. The School undertakes to process the information provided strictly in accordance with the Section 18 Notice in terms of the Protection of Personal Information Act 4 of 2013.

## APPLICATION FOR EMPLOYMENT

Position Applied For	
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## PERSONAL DETAILS

Surname		Preferred Name	
ID Number			
Age			
Cell Phone Number		Province residing In	
Email Address			
Nationality		Permanent Resident	YES NO
<p><b>Employment Equity:</b> <i>St Mary's is committed to the principles of Employment Equity. To assist us in monitoring this policy, please provide the following details according to the categories indicated by the South African Department of Labour.</i></p>			
Black (African) <input type="checkbox"/>	Coloured <input type="checkbox"/>	Indian <input type="checkbox"/>	White <input type="checkbox"/> Other <input type="checkbox"/>
Gender			

## GENERAL INFORMATION

Drivers Licence	YES	NO	Code	08	10	Public Drivers' Permit	YES	NO
Are you on a Medical Aid? If yes, which scheme?								
Salary Required (Cost to Company)			p/a	p/m	Notice Period			
Are there any legal reason/s why you would not be permitted to work with/around children?							YES	NO
Are you in possession of a Child Protection Clearance Certificate (not older than 24 months)							YES	NO

## EDUCATION

Name of Last School Attended	Highest Standard Attained	From (year) To (year)

## TERTIARY QUALIFICATIONS

Year Qualification/s Obtained	Institution Where Qualification/s Were Obtained	Qualification

## SKILLS SET PERTINENT TO THE POSITION APPLIED FOR


## WORK EXPERIENCE - CURRENT

Current Employer			
Start Date			
Position			
Reference Name	If Comfortable to Provide	Reference Contact Number	
Duties Please supply your main duties & responsibilities			
Extra-Curricular Involvement			

## WORK EXPERIENCE - PREVIOUS

Previous Employer			
Start Date		End Date	
Position Held			
Reason for Leaving			
Permission to contact superior (If NO, please provide details)			YES
			NO
Reference Name		Reference Contact Number	

## WORK EXPERIENCE - PREVIOUS

Previous Employer			
Start Date		End Date	
Position Held			
Reason for Leaving			
Permission to contact superior (If NO, please provide details)			YES
			NO
Reference Name		Reference Contact Number	

<b>Have you ever been charged/found guilty of any offence (criminally or employment-related) involving dishonesty or anything relevant to performing the duties of the position you are applying for, or are you currently under any such investigation?</b> (If yes, please provide details.)	YES	NO

<b>Have you ever been dismissed, retrenched or unemployed?</b> (If yes, please provide details.)	YES	NO

<b>SACE Registration: Are you currently a paid-up, registered member of the South African Council for Educators?</b> (If not, please provide details.)	YES	NO

<b>SACE NUMBER</b>	

<b>St Mary's DSG, Kloof is a Christian-based school. Staff are required to perform certain duties or attend events within the Christian religion, e.g. attend Chapel Services, Christian Arts Festival, etc. Would your religion preclude you from performing these duties?</b> (If so, please provide details.)	YES	NO

<b>Do you consent to the School verifying information provided by you and to enquire into the relevant aspects of your employment history for the purpose of determining your suitability for the position?</b> (If not, please provide details.)	YES	NO

<b>Do you have anything to disclose which could have an effect on the employment or trust relationship with the School, or any (potential) conflict of interests?</b> (If so, please provide details.)	YES	NO

I hereby declare that I have initiated this application with St Mary’s Diocesan School for Girls, Kloof (“the School”) of my own accord and volition. I accept further that there is no obligation on the School to place me in permanent or temporary employment and that no contract of employment will come into existence until and unless all terms and conditions of employment have been agreed upon and the appointment has been finally approved in terms of School procedures.

I hereby declare and certify that all the above information, including all information and documents relating to my qualifications and experience as submitted by me, is true, correct and complete in every aspect. I understand that the School will have the right to withdraw any offer of employment or terminate my employment if anything represented by me in this application is proved to be incorrect or incomplete.

I also grant permission to the School to retain all information and records relating to my application for employment for a period of six (6) months even if I am not employed, to assist with possible future placement or for the purpose of legal challenges arising from the recruitment process.

I further accept that the School places a premium on a relationship of trust with its employees and that it must take reasonable steps to ensure the integrity and honesty of applicants for employment and their suitability for an educational environment. I acknowledge that I will be required to deal directly with minor children, the school community, monies, assets or property of the School and, in view of the high degree of trust required by my possible employment, I agree to the following *(delete where not relevant/applicable)*:

1. That my fingerprints may be taken and be placed at the disposal of the police or similar government body in any place where I may be placed in employment.
2. That the police or other applicable body may furnish the School with full details concerning any previous convictions and/or other relevant information in their possession, including court orders and/or judgements given against me.
3. That the School may conduct a credit check enquiry with a credit information company of their choice.
4. That the School may require me to undergo such psychological / medical evaluation or similar assessment which it may require to determine my suitability for employment.

I hereby authorise any of my former employees (OR as indicated above) to furnish a record of my service and my reason for leaving their employ.

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<b>Full Name of Applicant</b>	<b>Signature of Applicant</b>	<b>Date</b>
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