



# Central Applications Office NPC

All applicants are required to submit the following information to: [cvs@cao.ac.za](mailto:cvs@cao.ac.za)

- Covering letter of motivation.
- Completed Application form (see below).
- An up-to-date Curriculum Vitae,

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

Position applied for	
Department	

Title		Initials	
<i>Please enter your first and last names below as they appear in your identification document or passport.</i>			
First Name/s		Surname	

Postal address			
Residential address			
Email address			
Work number		Home number	
Fax number		Mobile number	

Date of Birth		Gender				
Citizenship						
ID or passport number						
Race (EEA compliance)	African	Asian	Coloured	Indian	White	Other
If other, please provide details						
Driver's licence	Yes	No	If yes, licence code			

If South African by naturalization or RSA permanent resident, please indicate date obtained	Naturalisation	yyyymmdd	Permanent Resident	yyyymmdd
In possession of a Work Permit? (If yes, specify the duration)				

Do you have a disability that may require special interview arrangements?	
If Yes, indicate nature of disability	

Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make the selection committee aware, and if so, please provide details	Y	N
	Attach separate page if necessary	
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges), and if so, please provide details	Y	N
	Attach separate page if necessary	
Have you been found guilty of professional misconduct or a crime, and if so, please provide details	Y	N
	Attach separate page if necessary	

**Summary of Qualifications and Experience**

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

**Qualifications** (We reserve the right to verify all qualifications prior to appointment). Use additional pages if needed.

School certificate/Degree/Diploma/Other qualification obtained	Institution	Year

Enter Matric Subjects		Passed / Failed
1		
2		
3		
4		
5		
6		

**Employment History** (Please list the most recent first)

Position	Company/Institution	Dates of employment	
		FROM	TO
		yyyyymmdd	yyyyymmdd
		yyyyymmdd	yyyyymmdd
		yyyyymmdd	yyyyymmdd
		yyyyymmdd	yyyyymmdd
		yyyyymmdd	yyyyymmdd
		yyyyymmdd	yyyyymmdd
		yyyyymmdd	yyyyymmdd

Present Annual CoE Salary: \_\_\_\_\_

Expected CoE Salary: \_\_\_\_\_

**\*Three work-related referee names and contact details**

Title and Name	Position and Company/Institution	Email address	Contact number

**I declare that all the information provided is complete and correct**

Name		Date	
Signature			

(Candidates invited for interview will be required to sign a hard copy)

**Note: The above information will be treated in the strictest confidence. Verification checks may be conducted for all successful candidates, with their prior permission.**

Providing information that is found to be untruthful may lead to disciplinary steps being taken.

Incomplete forms or applications that are not accompanied by the requested documents will disqualify the application.

*\*If shortlisted, your referees will be contacted.*