



REPUBLIC OF SOUTH AFRICA

FORM 1

**APPLICATION FOR APPOINTMENT AS CLERK IN TERMS OF SECTION 17 OF THE
PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT, 2000
(ACT NO. 4 OF 2000)
[Regulation 2 (1)]**

- Please note:**
1. *This form must be completed in block letters.*
 2. *You are not obliged to complete items 6 and 7 of Part A of this form. The information will, however, be useful in giving effect to legislation and policies relating to equity.*
 3. *The following documentation must accompany the application form-*
 - (a) *a certified copy of your identity document;*
 - (b) *certified copies of all educational qualifications;*
 - (c) *certificates of service or, if not available, an affidavit by you in respect of previous periods of service;*
 - (d) *testimonials, if available, from previous employers;*
 - (e) *the names, addresses and telephone numbers of two references.*

[If the space provided is inadequate, submit information as an Annexure to this form and sign each page.]

PART A: APPLICATION [To be completed by applicant]												
Surname:												
Full names												
ID. No./Date of birth:											/ /	
Race	African			White			Coloured			Indian		
Gender ,	Female						Male					
Are you a South African Citizen? If no, please state nationality:	Yes			No								
Have you been convicted of a criminal offence or been dismissed from employment? If yes, please give details of offence and sentence:	Yes			No								
Residential address:												
	Code ()											
Residential telephone number:												
Cellular telephone number:												
Occupation:												
Work address:												
	Code ()											
Work telephone number:												
Preferred method for correspondence	Post			E-mail						Fax		
Correspondence contact details (In terms of above)												

Postal address:			
	Code ()		
Preferred official language for correspondence?			
Do you have a valid driver's license?	Yes	No	

PART B: CHOICE OF OFFICE

Centres where appointment is preferred, in order of preference:	1.	
	2.	
	3.	

PART C: LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'

	Languages (specify)					
Speak						
Read						
Write						

PART D: QUALIFICATIONS

Name of School/Technical College	Highest qualification obtained	Year obtained
Tertiary education (complete for each qualification you obtained as well as seminar/courses attended relating to functions of Clerk of the Court)		
Name of institution	Name of qualification	Year obtained
Current study (institution and qualification):		

PART E: WORK EXPERIENCE

Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-appointment.						Yes	No
If yes, provide the name of the previous employing department							

PART F: REFERENCES

Name	Relationship to you	Tel. No. (office hours)

PART G: 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 supplied could lead to my application being disqualified or my discharge if I am appointed.

Signed atthis.....day of year

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Signature of Applicant