

EMPLOYMENT APPLICATION FORM

POSITION APPLIED (E.G: Professional Architect, Junior Architect, Architectural Technologist etc.)									
PERSONAL AND CONTACT INFORMATION									
Name:			Surname:			Nationality			
Date of Birth:			Gender:			Race:			
ID / Passport:			SACAP Registered:			SACAP Number:			
Are you a South African Citizen?		Yes		No		Do you have a valid work Permit?		yes	no
Have you ever been convicted of a criminal offence or been dismissed from employment?								yes	no
Current Cost to Company(gross)			Current Nett Salary(Provide Pay slip)			Salary Expectation(gross)			
Benefits currently offered						Company contribution			
Email:		Skype:		Cell:		Home:			
WORK EXPERIENCE / QUALIFICATIONS & PROFICIENCIES									
HIGHEST QUALIFICATIONS			ACADEMIC INSITUION:				DATE:		
CAREER HISTORY:					AVAILABILITY/NOTICE PERIOD:				
Current									
Prior									
Prior									
Are you tied into any restraint of trade from a previous employer and for what period?									
REVIT Proficiency <i>(If Applicable):</i>				NONE	BEGINNER	INTERMED	ADVANCED		
CAD Proficiency <i>(If Applicable):</i>				NONE	BEGINNER	INTERMED	ADVANCED		
MS Office Proficiency <i>(If Applicable):</i>				NONE	BEGINNER	INTERMED	ADVANCED		
RATE YOURSELF: 1: Very Weak - 10: Exceptional									
Design skills						Speed			
Presentation skills						Working under pressure			
Technical skills						Responsibility			
Management / Contract skills						Motivation			
Neatness						Discipline			
English (speak, read & write)						Accuracy			
REFERENCES <i>(Please forward 2 letters of reference)</i>									
Name		Relationship to you				Tel. No. (Office Hrs)			
DECLARATION: I hereby acknowledge that all the information I have given is true and correct									
Signature						Date			
FOR OFFICE USE ONLY									
TEAM PRIORITY									
Organisational Organogram Tier									
Organisational Salary Band									