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Postal: P.O. Box 42, Ferndale, Gauteng, 2160, S.A.**APPLICATION FOR THE POSITION OF:** _____**CONFIDENTIAL****APPLICANT INFORMATION**

FULL NAME: _____ DATE: _____

ADDRESS: _____
*Street Address City Province Code*Lives within a 20km radius of the workplace: Yes No - if no: Prepared to Travel Prepared to move closer

PHONE: _____ EMAIL: _____

Notice Period: _____ Date Available: _____ Desired Salary: R _____

Are you a South African Citizen? YES NO* SA ID NR (attached certified copy): _____If no, are you Authorized to work in R.S.A.? YES NO Citizenship/Nationality: _____ Language/s: _____ *Permanent Residence: YES NO Working VISA Nr: _____ Expiry Date: _____Driver's License: YES NO Currently Employed: YES NO Own Vehicle: YES NO

Have you ever worked for this company?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If yes, what position/when:</i>
Do you have any criminal records?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If yes, explain:</i>
Do you have any pending CCMA Cases?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If yes, explain:</i>
Any pending/upcoming holidays: _____ Maternity/Parental leave in the next 6 months: _____		

EDUCATIONHigh School: Matriculated Other: _____ School or Institute Name: _____From: _____ To: _____ Did you graduate YES NO Year: _____**TERTIARY EDUCATION: Attach certified copies (pertaining to job requirements) Study debt owing? Yes No**

QUALIFICATION: _____ Institute Name: _____

From: _____ To: _____ Did you graduate? YES NO Certificate Diploma Degree

QUALIFICATION: _____ Institute Name: _____

From: _____ To: _____ Did you graduate? YES NO Certificate Diploma Degree**OTHER: Other certifications/qualifications applicable/necessary or an advantage to this position?**- Provide Details: _____ QUALIFICATIONS ATTACHED**SKILLS**COMPUTER LITERATE? YES NO OTHER SOFTWARE/hardware: _____➤ MS OFFICE: EXCEL SKILLS: YES NO - if YES, what level? BASIC INTERMEDIATE ADVANCED➤ MS OFFICE: WORD SKILLS: YES NO - if YES: what level? BASIC INTERMEDIATE ADVANCED➤ PRESENTATIONS: YES NO ENGLISH PROFICIENCY: BASIC INTERMEDIATE ADVANCED

PREVIOUS / CURRENT EMPLOYMENT: Your Job Title: _____

COMPANY: _____		Phone: _____	
Supervisor's Name	_____	HR Manager Name:	_____
Supervisor's Job Title:	_____	Starting Salary: R _____	Ending Salary: R _____

EMPLOYED FROM (Date): _____ TO (Date): _____

Attached PAYSLEIPS (x2 most recent) **Average Commission:** N/A R _____ Monthly Annual

Job Responsibilities: _____ **Targets Achieved:** Yes No

Reason for Leaving: _____ **Would you return?** _____

EXPERIENCE IN THIS POSITION: Yes No **Years/details of Experience:** _____

REASON FOR APPLYING – provide a reason/s why you are suitable for this position/why we should choose you?

SICK LEAVE: Nr of Sick leave Days taken in last year of employment? _____ Reason: _____

To the best of my knowledge and ability, I am able to do this job: Yes No: Reason: _____

ANY MEDICAL ALLERGY/CONDITION: that could prevent you: A) From doing this job: Yes No

B) Why you may need medical assistance/medication during your employment: Yes* No

*Provide details (e.g., chronic medical condition, allergy, diabetic, epilepsy, etc.):

REFERENCES: list most recent professional working references – attach further information if necessary:

Full Name: _____ JOB TITLE: _____ Colleague Reported to HR Personal Mentor

Company Name: _____ Division/Address: _____ Phone: _____

Your Job Title: _____ Reason for Leaving: _____ From: _____ To: _____

Full Name: _____ JOB TITLE: _____ Colleague Reported to HR Personal Mentor

Company Name: _____ Division/Address: _____ Phone: _____

Your Job Title: _____ Reason for Leaving: _____ From: _____ To: _____

Full Name: _____ JOB TITLE: _____ Colleague Reported to HR Personal Mentor

Company Name: _____ Division/Address: _____ Phone: _____

Your Job Title: _____ Reason for Leaving: _____ From: _____ To: _____

PROVIDE ADDITIONAL INFORMATION THAT MAY BE RELEVANT/IMPORTANT: _____

> I hereby certify the above information as a correct, true and honest representation, complete at time of signature. I understand that any false representation, misleading or fraudulent information/illegal activity or prosecution for any illegal/illicit activities that may occur/be found during my application, interview or employ will result in immediate termination of application and employment. > I give the company permission to use my information to conduct any checks/verifications/research including tests for illegal substances for the purpose of possible employment.

Applicant's Signature: _____

Date: _____

E-Mail Applications To: belinda@rjconnect.co.za cc: hrassist@rjconnect.co.za **Reference:** "Job Application For (position)"

NB: Incomplete applications will not be considered. Receiving feedback of any kind does not guarantee employment nor create the impression that employment may be offered. The company may retract this application, position, or offer at any time at its sole discretion. If you have not been contacted within 4 weeks of application, consider your application unsuccessful and please refrain from contacting the company.