**APPLICATION FOR EMPLOYMENT**

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| Full Name: |  |
| ID number: |  |
| Cell phone number: |  |
| Email address: |  |
| Residential address: |  |

**ACADEMIC RECORD:**

|  |  |
| --- | --- |
| Qualification: |  |
| Institution: |  |
| Date qualified: |  |

|  |  |
| --- | --- |
| Qualification: |  |
| Institution: |  |
| Date qualified: |  |

|  |  |
| --- | --- |
| Qualification: |  |
| Institution: |  |
| Date qualified: |  |

**PROFESSIONAL REGISTRATION:**

|  |  |
| --- | --- |
| SACSSP registration number: |  |
| SACSSP registration date: |  |

**DRIVER’S LICENCE:**

|  |  |
| --- | --- |
| Drivers licence passed date: |  |
| Driver’s licence code: |  |
| Licence endorsements or motor vehicle incidents within the last six months: | |
|  | |

**LANGUAGE PROFICIENCY:**

Rate your language proficiency on a scale of 1 -4, where 4 is able to speak, read and write fluently and 1 is not able to speak, read and write at all.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| English: |  | Xhosa: |  | Afrikaans: |  |

**WORK EXPERIENCE**

Please give your last 5 positions of employment:

|  |  |  |  |
| --- | --- | --- | --- |
| Company/organisation | Responsibilities | Duration | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Describe your experience in child protection statutory work:

|  |
| --- |
|  |

**COMPUTER LITERACY**

Please indicate (Y/N) whether you are comfortably proficient in the following operations:

|  |  |  |  |
| --- | --- | --- | --- |
| **SPREADSHEETS** |  | **WORDPROCESSOR** |  |
| identify a cell reference |  | add text |  |
| enter, edit, or delete data into a cell |  | enter text |  |
| select a cell or a range of cells |  | format text: font, style, size, and colour |  |
| modify column width and row height |  | adjust line spacing |  |
| format data: font, size, colour, and style |  | insert and format picture file |  |
| merge and centre data |  | modify the text wrap of an object |  |
| align data within a cell |  | draw and format shapes |  |
| fill a cell with colour |  | scale, move, and rotate objects |  |
| apply borderlines |  | spell check a document |  |
| apply number formats to data |  | print preview |  |
| alter the number of decimal places |  | print a document |  |
| calculate the total number using AutoSum |  | cut, copy, and paste a selection |  |
| sort data alphabetically or numerically |  | copy formatting from a selection |  |
| graph data |  | insert headers and footers |  |
| format a graph to alter its appearance |  | insert date and page numbers |  |
| insert clip art or picture file |  | adjust character and paragraph spacing |  |
| scale, move, and rotate objects |  | format text into columns |  |
| insert and delete columns or rows |  | insert and format tables |  |
| view a worksheet using the sheet tabs |  | bookmark a location in a document |  |
| print a workbook or worksheet |  | create hyperlink to bookmarked location |  |
| print preview a worksheet |  | group and align objects |  |
| copy formatting from a cell to another |  | adjust page setup: margins, section breaks |  |
| cut, copy and paste a selection of cells |  | use, modify, and create styles |  |
| fill cells with a series using AutoFill |  | use mail merge to create a form or letter |  |
| calculate data using formulas |  | create a table of contents |  |
| troubleshoot an error message |  | import chart data |  |
| use absolute cell references |  | Export to PDF |  |
| use statistical functions |  |  |  |
| format a cell using conditional formatting |  |  |  |
| apply an autoformat to a selection of cells |  |  |  |
| hide or unhide columns |  |  |  |
| define a name for a cell |  |  |  |
| customize the header or footer |  |  |  |
| filter data |  |  |  |
| produce multi-level sorts |  |  |  |
| change the chart type |  |  |  |
| view a document in page break view |  |  |  |
| insert or delete worksheets |  |  |  |
| rename or colour a sheet tab |  |  |  |
| copy a worksheet |  |  |  |
| customize print settings |  |  |  |
| set page breaks and print area |  |  |  |