



Hermanus  
Child & Family Services

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### 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:	
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**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:

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## 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 autoforamt 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			