



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: _____

First Name/s: _____

Surname: _____

ID Number: _____

Current Address: _____

Telephone: _____

Email: _____

Marital Status: _____

Driving Licence: _____

EMPLOYMENT DESIRED

Position applied for _____

Employment desired Full Time Contract Any

Are you currently employed? Yes No

May we contact your present employer? Yes No

When are you available to start? _____

Salary Expectation _____

Are you willing to relocate? Yes No

EDUCATION

	Name of School & Location	Qualification Obtained	Subjects / Majors	Year Completed
High School				
College / University				
Professional or Graduate School				

COURSES COMPLETED

Course	Institution	Year

WORK EXPERIENCE

Please list ALL your work experience for the last 5 - 10 years, beginning with your most recent job held. Attach additional sheets if necessary.

Name of Company/Employer		
Date of Employment	From	To
Your last job title		
Reason for leaving (be specific)		
List duties & responsibilities in detail, skills used/learned, advancements or promotions while you worked at this company.		

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REFERENCES		
Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years		
Name		Occupation
Company name	Address	
Email	Tel	Years acquainted
Name		Occupation
Company name	Address	
Email	Tel	Years acquainted
Name		Occupation
Company name	Address	
Email	Tel	Years acquainted

Did you complete this application yourself?

Yes

No

If not, who did? _____

Have you ever been convicted of a crime?

Yes

No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offence(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Please email your completed application form to jobs@letswork.co.za or admin@letswork.co.za or fax the completed application form to 086 126 2280

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