



## APPLICATION FORM

### PRIVATE & CONFIDENTIAL

Please **complete** and **sign** the Application form below and hand it to your consultant at interview time. Include as much information as possible about your skills, for our client to make an informed decision about your application and to give your application the best possible advantage. JorDan HR adheres to the requirements and security safeguards set out in the Protection of Personal Information Act No.4 of 2013. **NB: This is an application registration form**

#### **Personal Details:**

|                                                                                                                |         |        |                                                     |        |         |        |
|----------------------------------------------------------------------------------------------------------------|---------|--------|-----------------------------------------------------|--------|---------|--------|
| Full Name & Surname                                                                                            |         |        |                                                     |        |         |        |
| Preferred calling name                                                                                         |         |        |                                                     |        |         |        |
| ID Number / Date of Birth if not SA                                                                            |         |        |                                                     |        |         |        |
| Country of Birth & passport number if not SA                                                                   |         |        |                                                     |        |         |        |
| Race (required by Dept of Labour)                                                                              |         |        |                                                     |        |         |        |
| Language Proficiency                                                                                           |         |        |                                                     |        |         |        |
| Level of Proficiency (Fluent/Good/Fair)                                                                        | Written | Verbal | Written                                             | Verbal | Written | Verbal |
|                                                                                                                |         |        |                                                     |        |         |        |
| Contact number – work                                                                                          |         |        |                                                     |        |         |        |
| Contact number – home                                                                                          |         |        |                                                     |        |         |        |
| Cell number                                                                                                    |         |        |                                                     |        |         |        |
| Other contact number (family/friend)                                                                           |         |        |                                                     |        |         |        |
| E-mail address if safe                                                                                         |         |        |                                                     |        |         |        |
| Tax Number                                                                                                     |         |        |                                                     |        |         |        |
| Full Physical Address with postal code                                                                         |         |        |                                                     |        |         |        |
| Full Postal Address with postal code                                                                           |         |        |                                                     |        |         |        |
| Transport (own, lift, public etc.)                                                                             |         |        |                                                     |        |         |        |
| Valid Driver's license?                                                                                        |         |        |                                                     |        |         |        |
| Area, you prefer to work in                                                                                    |         |        |                                                     |        |         |        |
| Marital Status                                                                                                 |         |        |                                                     |        |         |        |
| Number of dependents                                                                                           |         |        |                                                     |        |         |        |
| Smoker / Non-smoker                                                                                            |         |        |                                                     |        |         |        |
| Are you willing to travel internationally if required                                                          |         |        |                                                     |        |         |        |
| Do you have a valid passport                                                                                   | Y       | N      | Passport Number:                                    |        |         |        |
| Do you have any medical condition that I need to be aware of that will prohibit you from doing a specific job? | Y       | N      | If yes, kindly provide as many details as possible: |        |         |        |

#### **Further Information required:**

|                                                                                                                                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| How did you hear about JorDan HR?                                                                                                                                                                                                                                                                            |  |
| Do you give your consent to JorDan HR to submit your CV without a candidate representation letter, iow, your CV is stored on our ATS system, and should a suitable vacancy become available, we will submit your application accordingly? If no, you will receive reference specific representation letters. |  |
| Do you give consent to JorDan HR to process credit/ criminal/ education/ driver's license and other checks if necessary or as required by our clients?                                                                                                                                                       |  |
| To your knowledge, do you have a criminal or credit record?                                                                                                                                                                                                                                                  |  |
| List any positions that you would prefer & are qualified for?                                                                                                                                                                                                                                                |  |
| Reasons for seeking alternative employment?                                                                                                                                                                                                                                                                  |  |
| Notice period: calendar month / 30 days / 2 weeks / immediate                                                                                                                                                                                                                                                |  |



May we undertake reference checks with your previous employers?  
If no, why?

|     |    |
|-----|----|
| Yes | No |
|-----|----|

If yes, please provide a list of at least 2 contactable references, latest position first:

| Contact person | Position | Company | Contact No: landline & cell Numbers |
|----------------|----------|---------|-------------------------------------|
|                |          |         |                                     |
|                |          |         |                                     |

**Salary Information:**

|                                                                                                                                                                                                                                                                                                                                                                                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Basic Salary per month:</b> the amount you get excluding benefits such as medical aid, pension, and allowances                                                                                                                                                                                                                                                                            |  |
| <b>Nett Salary per month:</b> the amount that is paid to you after deductions have been made for PAYE, UIF etc                                                                                                                                                                                                                                                                               |  |
| <b>Cost to Company per month</b> refers to the total cost for a company to employ you. Includes gross salary, company contributions to medical, pension/provident, UIF, SDL, 13 <sup>th</sup> cheque and bonuses; use of company car, petrol card, computer, software etc; loans, bursaries; expenses paid such as insurance & telephone at home etc; share options & incentive schemes etc. |  |
| Do you contribute to a medical aid, if so, how much per month?                                                                                                                                                                                                                                                                                                                               |  |
| Do you contribute to a pension / prov fund, if so, how much per month?                                                                                                                                                                                                                                                                                                                       |  |
| Do you receive a guaranteed / nonguaranteed bonus / 13 <sup>th</sup> cheque?                                                                                                                                                                                                                                                                                                                 |  |
| Do you receive any other benefits / allowances that influences your salary: cell, car, petrol, travel allowance, overtime, stand-by, share options, insurance, cost of any loans, bursaries etc.? Please specify.                                                                                                                                                                            |  |
| Do you receive any commission? How it is calculated and what was your average commission received over the last 6 months?                                                                                                                                                                                                                                                                    |  |
| When will your next salary review be?                                                                                                                                                                                                                                                                                                                                                        |  |
| What is your preferred salary, both <b>nett</b> value per month and <b>cost to company</b> value per month?                                                                                                                                                                                                                                                                                  |  |
| Do you have a restraint of trade? For how long?                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Will you consider a counteroffer from your present employer upon resignation?</b>                                                                                                                                                                                                                                                                                                         |  |

***I warrant that all the information supplied by me is true and correct.***

Please note that should a client to whom we have introduced you (either through temping or sending your CV or via interview) approach you within a 12-month period from introduction for a permanent position then please contact your JorDan HR consultant with immediate effect. Also, important to note is that you are not allowed to approach the Client, we have introduced you to within a 12-month period without our prior consent.

I, the undersigned, hereby authorize **JorDan HR (Pty) Ltd** to review and process any personal information provided by me during my application for employment. I further confirm that **JorDan HR (Pty) Ltd** may retain my personal information in their database for future matching on the understanding that my details may only be released to specific clients with my prior consent.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Applicant's Signature