

**APPLICATION FOR EMPLOYMENT: LRP**

**Instruction**

*This form must be completed in ink by the applicant in his/her handwriting:  
Copies of educational service certificates and CV must accompany this application.*

**Photo**

*not older  
than a year*

**EMPLOYMENT DESIRED**

Employment desired:

Reference no (if any): \_\_\_\_\_ When can you assume duty? \_\_\_\_\_

**PERSONAL DETAILS**

Surname: \_\_\_\_\_

Names: \_\_\_\_\_

Identity/passport number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Present Residential Address: \_\_\_\_\_

Mark the appropriate space:	Male	Female		
	Widowed	Divorced	Single	Married

Number of independent children: \_\_\_\_\_

Respective ages: \_\_\_\_\_

**KNOWLEDGE AND QULAIFICATIONS**

Attach your Curriculum Vitae (CV) with the following particulars as a prerequisite for your application to be considered:

Educational qualifications      Employment history      Military service      Special skills

**LANGUAGE PROFICIENCY**

State "good" "fair" "poor" in the appropriate spaces

Specify languages				
SPEAK				
READ				
WRITE				

**CONTACTS AND RELATIVES**

A) List any personal or other contacts you have in South Africa

Individual	Occupation	Address

B) List any relatives or friends who are employed by local government

Name	Relationship	Name of government Institution

**CITIZENSHIPS**

A) List each country of which you have been a citizen

Period	Country	How was citizenship acquired

I declare that the above particulars are complete and correct and I understand that any false information supplied could lead to my immediate discharge.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPOINTMENT OF LRP**

**FOR OFFICIAL USE**

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Corporate Service Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Mission: \_\_\_\_\_

File reference: \_\_\_\_\_

**LRP PARTICULARS**

Post number: \_\_\_\_\_

Section: \_\_\_\_\_

Post Title: \_\_\_\_\_

**REMUNERATION**

Salary level and notch of lrp: \_\_\_\_\_

Annual basic salary: \_\_\_\_\_

Incremental date: \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the above mentioned lrp has been appointed and that the details furnished are correct.

Date: \_\_\_\_\_

Corporate Service Manager: \_\_\_\_\_

**CONTROL LIST**

Mark applicable items:

Application form

ID/Passport document

Record/Security clearance

Health Questionnaire

Marriage certificate

Divorce decree

Death certificate (of spouse)

CV

Drivers licence

Service certificates

Letter of appointment

Qualification certificates

Medical Aid/pension fund admission

Recommendation: Selection Panel

Copies for the attention of:

Records Noted

1. Directorate: LRPA

Signature: \_\_\_\_\_

2. The Accountant

Signature: \_\_\_\_\_