



THE DIOCESAN SCHOOL
FOR GIRLS

APPLICATION FOR APPOINTMENT

APPOINTMENT AS: (Per advertisement) _____

NAME: _____

DATE OF BIRTH: _____

CONTACT NUMBER: _____

E-MAIL: _____

ID/PASSPORT NUMBER: _____

If no ID, do you have permission to live and work in South Africa? Yes No

Do you have any disabilities? Yes No

Gender Male Female

Race (For Employment Equity reporting) African Coloured Indian White Other

Nationality (For Employment Equity reporting) _____

FOR ACADEMIC APPOINTMENT: SACE REFERENCE NUMBER: _____

1 SAFEGUARDING THE WELFARE OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and we expect all our staff and volunteers to share this commitment.

2 EMPLOYMENT EQUITY

We are an equal opportunity employer and we do not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying. If short-listed for the position, we will ask you if any special arrangements are needed to assist you during the selection process. If you are invited for an interview, there will be the opportunity to discuss any reasonable adjustments that would assist you in carrying out your work.

3 EXISTING CONTACTS WITH THE SCHOOL

Please indicate if you know or are related to any current employees or council members at the school, and if so, how you know them.

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4 REFERENCES

Referees should be individuals who are able to comment on your skills, knowledge and work behaviours relevant to the position for which you are applying. Please provide at least three referees, as a separate document, giving their names, status, position and current contact details. The School usually contacts referees prior to any interviews.

May we contact your referees without reference to you? Yes No

5 DATA PROTECTION

The information you have provided will be handled and processed in accordance with the Access to Information Act No. 2 of 2000. If you are appointed, the information will form part of your personal records and may be used by the School for business purposes, including the prevention and detection of fraud.

6 DECLARATION

The post for which you are applying involves work in an educational establishment and is subject to Section 41 of the Sexual Offences and Related Matters Amendment Act 32 of 2007. In terms of the Act, the following affidavit is required:

I hereby state that I have never been accused, arrested or charged with any crime in which any child may have been the complainant or involved in any way with any crime pertaining to child pornography. I have no reason to believe that my name will appear on the Sexual Offenders Register. I have no objection to my employer doing a criminal check against my name to establish whether I have been found guilty or charged of a crime contemplated in the Sexual Offenders Amendment Act.

I know and understand the contents in this statement. I have no objection to taking the prescribed oath. I consider the oath binding on my conscience.

Signed: Date:

Should you be offered a position, you will be required to undergo a police clearance verification, and employment will only be finalised once a clear record in terms of the Act is obtained.

This form should be completed and returned to the school with a comprehensive CV. Your CV should include the following:

- Biographical Information (including contact details and physical address)
- Details of current employment
- Details of previous employment including position(s) held and reasons for leaving
- Academic qualifications and dates obtained
- Interests and activities
- Three referees, as noted in 4 above