

**AN INVESTIGATION INTO THE ROLE OF THE APPLICATION
FORM IN THE RECRUITMENT AND SELECTION OF
CANDIDATES IN PUBLIC SERVICE EMPLOYMENT IN SOUTH
AFRICA**

BY

REUBEN MASANGO

submitted in fulfilment of the requirements for
the degree of

MASTER OF ADMINISTRATION

in the subject

PUBLIC ADMINISTRATION

at the

UNIVERSITY OF SOUTH AFRICA

SUPERVISOR: DOCTOR E C STRÖH
JOINT SUPERVISOR: PROFESSOR F UYS

JUNE 1997

Student number: 507-622-6

I declare that

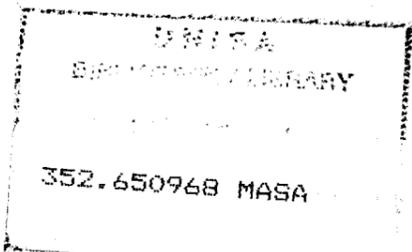
AN INVESTIGATION INTO THE ROLE OF THE APPLICATION FORM IN THE
RECRUITMENT AND SELECTION OF CANDIDATES IN PUBLIC SERVICE
EMPLOYMENT IN SOUTH AFRICA is my own work and that all the
sources that I have used or quoted have been indicated and
acknowledged by means of complete references.


.....
SIGNATURE
(R MASANGO)

11 August 1997
DATE

352.650968 MASA

352.650968 MASA



ACKNOWLEDGEMENTS AND DEDICATION

I would like to express my sincere gratitude to all the people and institutions who helped me when I was undertaking this study, with particular emphasis to the following:

- (i) Dr. E.C. Ströh, my supervisor, for the professional manner in which he offered guidance, advice and encouragement throughout my period of study.
- (ii) Prof. F. Uys, my joint supervisor, for her advice on improving the quality of this study.
- (iii) Mr. S.W. Plaatjie for the proof-reading of the dissertation.
- (iv) My family, particularly my wife Nomini, and children Qhawekazi and Mamela, for their loyal support, encouragement and sacrifices.

I dedicate this study to my parents, Samson and Philda.

AN INVESTIGATION INTO THE ROLE OF THE APPLICATION FORM IN THE
RECRUITMENT AND SELECTION OF CANDIDATES IN PUBLIC SERVICE
EMPLOYMENT IN SOUTH AFRICA

by R. Masango

Degree: Master of Administration

Subject: Public Administration

Supervisor: Dr. E.C. Ströh

Joint supervisor: Prof. F. Uys

Summary

The role and function of application forms is for the purpose of recruitment and selection of candidates. Consequently, the role of the application form in the recruitment and selection of candidates, particularly the application form Z83 and Z27 currently being used in public service employment in South Africa, is investigated.

Application forms, letters of application, *curricula vitae*, tests and interviews are instruments which can be used in the recruitment and selection of candidates. The source and nature of application forms enable institutions to collect and provide the required information in a precise manner compared to letters of application and *curricula vitae*. Application forms can provide basic information for tests and interviews.

Although application forms facilitate the recruitment and selection of candidates, their completion and distribution can cause problems. However, ways and means by which the use of application form Z83 and Z27 can be improved in public service employment exist.

Key terms:

Application forms; Recruitment of candidates; Selection of candidates; Public service employment; Recruitment instruments; Selection instruments; Candidates in the public service; South African public service; Application procedure; Applications

TABLE OF CONTENTS

	PAGE
CHAPTER 1	
INTRODUCTION	1
1.1	1
1.2	2
1.3	3
1.4	4
1.5	5
1.6	5
1.7	5
CHAPTER 2	
EXPOSITION OF THE PLACE OF APPLICATION	
FORMS IN PUBLIC SERVICE EMPLOYMENT	8
2.1	8
2.2	9
2.2.1	10
2.2.1.1	11
2.2.1.2	12
2.2.2	12
2.2.3	13
2.2.3.1	14
2.2.3.2	15

2.2.3.3	Exploiting the recruitment field	19
2.2.3.4	Application procedure	22
2.2.4	Application forms	23
2.2.4.1	Meaning of application forms	24
2.2.4.2	Design of application forms	26
2.2.4.3	Application forms currently being used in public service employment	27
2.2.4.4	Parties involved in the use of application forms	27
2.2.4.5	Issuing of application forms to prospective applicants	28
2.2.4.6	Submission of completed application forms by applicants	29
2.2.5	Selection	29
2.2.5.1	Assessment of applications	30
2.2.5.2	Tests	31
2.2.5.3	Interviews	31
2.2.5.4	Medical examination	32
2.2.6	Placement	32
2.2.7	Probationary period	33
2.3	Summary	33
 CHAPTER 3 INSTRUMENTS USED IN THE RECRUITMENT AND SELECTION OF CANDIDATES		 34
3.1	Introduction	34
3.2	Application forms	35
3.2.1	Contents of an application form	35

3.2.1.1	Identification of the application form	36
3.2.1.2	Instructions	37
3.2.1.3	Details of the vacant post	38
3.2.1.4	Biographical data	38
3.2.1.5	Qualifications of the applicant	38
3.2.1.6	Details of current conditions of service	39
3.2.1.7	Work experience	39
3.2.1.8	Applicant's health condition	40
3.2.1.9	Declaration by the applicant	40
3.2.1.10	Provision for official use	41
3.2.2	Requirements for an application form	41
3.2.2.1	Legality	42
3.2.2.2	Legibility and neatness	43
3.2.2.3	Relevance of questions	44
3.2.2.4	Briefness and conciseness of questions	44
3.2.2.5	Sufficient provision for responses	45
3.2.2.6	Suitability for handling and filing	45
3.3	Letters of application	46
3.3.1	Contents of a letter of application	46
3.3.2	Format of a letter of application	47
3.3.3	Requirements for a letter of application	47
3.4	Curricula vitae	48
3.4.1	Types of curricula vitae	49
3.4.2	Curriculum vitae title	49
3.4.3	Contents of a curriculum vitae	50
3.4.3.1	Personal details	50
3.4.3.2	Educational qualifications	51
3.4.3.3	Work history	51

3.4.3.4	Names of referees	51
3.4.3.5	Personal interests	52
3.4.3.6	Other information	52
3.5	Tests	52
3.5.1	Types of tests	53
3.5.1.1	Intelligence tests	53
3.5.1.2	Aptitude tests	54
3.5.1.3	Performance tests	54
3.5.1.4	Personality tests	54
3.5.2	Criteria for tests	55
3.5.2.1	Objectivity	55
3.5.2.2	Reliability	55
3.5.2.3	Validity	56
3.6	Interviews	56
3.6.1	Structured interview	56
3.6.2	Semi-structured interview	57
3.6.3	Unstructured interview	57
3.7	Comparison of the use of application forms and other instruments in the recruitment and selection of candidates	58
3.7.1	Comparison of the use of application forms and letters of application in the recruitment and selection of candidates	58
3.7.2	Comparison of the use of application forms and curricula vitae in the recruitment and selection of candidates	61
3.7.3	Comparison of the use of application forms and tests in the selection of candidates	62

3.7.4	Comparison of the use of application forms and interviews in the selection of candidates	63
3.8	Summary	64
CHAPTER 4	FUNCTIONS AND PROBLEMS OF APPLICATION FORMS IN THE RECRUITMENT AND SELECTION OF CANDIDATES	66
4.1	Introduction	66
4.2	Functions of the application form in the recruitment and selection of candidates in public service employment	67
4.2.1	Collecting information about candidates	69
4.2.2	Guidelines to applicants regarding the required information	72
4.2.3	Finalisation of the recruitment process	73
4.2.4	Linking of the recruitment process with the selection process	73
4.2.5	Initiation of the selection process	74
4.2.6	Rejecting candidates who do not meet the prescribed requirements	75
4.2.7	Short-listing of candidates	77
4.2.8	Identification of exceptional information	78
4.2.9	Assessing job related capabilities of candidates	79
4.2.10	Assessing the candidates ability to respond properly to questions	79

4.2.11	Assessing the candidate's relevant qualifications and experience	80
4.2.12	Comparison of competing candidates	82
4.2.13	Prediction of job success	83
4.2.14	Basis for utilising tests and interviews	85
4.3	Problems encountered in the use of application forms in the recruitment and selection of candidates	86
4.3.1	Limited recruitment period can limit the number of applications	87
4.3.2	Inadequate supply of information in the application form	88
4.3.3	Inaccurate information may be supplied in the application form	89
4.3.4	Required supporting evidence may be inadequate	89
4.3.5	Limited value of information supplied in the application forms	90
4.4	Factors which can cause institutions to ignore the use of application forms	91
4.4.1	Recruitment procedure	92
4.4.2	Differences in post requirements	93
4.4.3	Scope of recruitment	94
4.4.4	Legal requirements	95
4.4.5	Arrival of a letter of application or a curriculum vitae from a candidate at the last moment	97
4.5	Improvement of the use of application forms in public service employment	98

4.5.1	Colour of ink used to complete application forms should be suitable for photocopying	99
4.5.2	Use of application forms should facilitate communication between applicants and the recruiting institution	100
4.5.3	Application forms should require specific information which can be easily supplied by applicants	101
4.5.4	Application forms should be easily available to prospective applicants	103
4.5.5	Assistance for completing application forms should be available	103
4.5.6	Designation of means to eliminate postal delays which may affect the submission of application forms	104
4.5.6.1	Personal delivery of application forms	105
4.5.6.2	Use of fax machines in the submission of application forms	105
4.5.6.3	Use of computers in the processing of information supplied by applicants in the application forms	106
4.6	Summary	107

CHAPTER 5	SUMMARY: AN INVESTIGATION INTO THE ROLE OF THE APPLICATION FORM IN THE RECRUITMENT AND SELECTION OF CANDIDATES IN PUBLIC SERVICE EMPLOYMENT IN SOUTH AFRICA	110
5.1	Introduction	110
5.2	Summary	111
5.3	Conclusion	118
	BIBLIOGRAPHY	120
	ANNEXURES	
ANNEXURE A		124
ANNEXURE B		128
ANNEXURE C		148
ANNEXURE D		156
ANNEXURE E		158

CHAPTER 1

INTRODUCTION

In this chapter the reasons that led to the choice of the subject matter are explained, the problem is stated and the approach of study, reference technique, and sources to be used are explained. A brief summary of the contents of each chapter will also be given.

1.1 Choice of subject matter

Application forms are used regularly by applicants to make formal requests in various institutions. Due to their common use in people's daily activities, it may happen that their role may succeed to escape the attention of various minds.

In public service employment the use of application forms is two-dimensional. Firstly they are used by the institution having a vacant post to request the information it requires from the applicants. Secondly they are used by applicants to supply the aforementioned institution with the information it is requesting. Although application forms can be used to obtain and provide important information in this regard, it can happen that institutions can proceed with the employment process up to finality without using them. This could create a perception that the use of application forms in the employment process is not important. On the other hand, the use of instruments like *curricula vitae* at the exclusion of application forms may also

give problems as manifested in the Sunday Times (Sunday Times, 28 April 1996) where there are indications that the use of *curricula vitae* by prospective judges provides a scope of withholding some necessary information (Rickard 1996:9).

It is after considering the aforementioned scenario that the author has decided to investigate the role of application forms in the recruitment and selection of candidates in public service employment.

1.2 Statement of the problem

The designing, distribution, collection and assessment of application forms is done at a certain cost in institutions. A cost which can be regarded as unnecessary, especially when the limitation of resources is considered, since it can be possible to proceed with the employment process up to finality without including application forms, for instance by using *curricula vitae* or letters of application. This is one of the arguments that questions the value of using application forms in public service employment since their use involves the expenditure of public funds.

Another argument against the use of application forms can be the fact that the use of documents such as letters of application and *curricula vitae* can be enough for the applicant to supply information which may be required for the selection of candidates in public service employment. The necessity of application forms

then becomes questionable.

However the fact that application forms are designed with the needs of institutions which will use them in sight and the uniformity of application forms, may breed advantages that make such forms necessary and important for the selection of candidates maybe to the extent where costs are outweighed.

It is in view of the aforementioned state of affairs that the author has decided to investigate the role of the application form in the recruitment and selection of candidates in public service employment.

1.3 Approach of study

The approach of study will be descriptive and analytic. The underlying reasons for these approaches are:

The focus of study is on the application form that is currently being used in public service employment of the Republic of South Africa. Although reference will be made to the process of employment that applies to other institutions in order to substantiate some arguments. For instance it will be necessary to give a convincing explanation which indicates that it is possible to proceed with the employment process up to finality without using application forms. This is a factor that will necessitate reference to institutions out of the public service. Although the case of prospective judges referred to earlier indicates that this is also applied in the public sector.

To ensure clarity and to eliminate confusion, it will be necessary to indicate where do application forms fit in, in the broader field of public administration and also to describe the application form as it is the fundamental aspect of the study. These are the factors that will account for the descriptive approach to the study. Furthermore, instruments used in the recruitment and selection of candidates and the functions of application forms in the recruitment and selection of candidates will have to be analyzed. This is a factor that will account for the analytic approach to the study.

1.4 Delimitation of study

The period covered by this study will be from 01 June 1994 to 15 April 1997. This will enable the study to cover the changes that have occurred during this period in the application forms that are used in public service employment.

This study will be focused on the role of application forms that are used at the national and provincial levels of the public service of the Republic of South Africa although reference will be made to application forms that are used in state enterprises such as universities and technikons as well as institutions such as Delloite & Touch in the private sector.

1.5 Reference technique

The reference technique which is to be used in this study is the Harvard method as outlined in Burger, M 1992. *Reference techniques*. Pretoria: University of South Africa.

1.6 Sources

The sources of information to be used in this study will be literature in Public Administration and other related subjects. This comprises information from books, articles and journals.

Specimens of application forms used for employment in the South African public service and other institutions like Vista University and University of South Africa will be used. Other relevant information from the aforementioned institutions and the Public Service Commission will also be used. Use will also be made of information gathering techniques such as personal and telephone interviews.

1.7 Summary of chapters

Chapter 1, which is an introductory chapter to this study, explains the perception which can be created by the common use of application forms and the use of *curricula vitae* in the employment process instead of application forms as the reason that led to the choice of the subject matter. The view that the

cost involved in the designing, distribution and collection of application forms can be eliminated through the use of letters of application and/or *curricula vitae* instead of application forms in public service employment, is then explained to indicate the statement of the problem. The reasons for using the descriptive and analytic approach are also given. This is followed by a description of the delimitation of study, reference technique, and the sources to be used.

In chapter 2 the exposition of the place of application forms in public service employment is discussed. This is done by giving an explanation of the manifestation of public service employment in personnel administration. In that explanation the creation of posts and job classification are first discussed. This is followed by a discussion of the recruitment process in which the application forms begin to surface. Application forms are then discussed as a focal point of the study, while the discussion relating to the application form Z83 and Z27 used in the South African public service employment is gradually beginning to gain momentum. Selection is then discussed as a process in which application forms, tests, interviews and medical examinations figure. The chapter is finalised by brief discussions of placement and probation.

Chapter 3 first deals with the analysis of application forms, letters of application, *curricula vitae*, tests and interviews. In that analysis the contents of application forms and letters of application are described and their requirements are

discussed. This is followed by a description of the types and contents of *curricula vitae*, types of tests, and a brief analysis of the criteria for tests as well as a brief explanation of types of interviews. The chapter is then finalised with the comparison of the use of application forms and the use of letters of application, *curricula vitae*, tests, and interviews in the recruitment and selection of candidates. The comparison is done in such a way that the advantages and/or disadvantages of using the application form and/or the instrument with which it is compared in the recruitment and selection of candidates are indicated.

In chapter 4 the functions of application forms in the recruitment and selection of candidates are identified and discussed. This is followed by the identification and discussion of problems which can be experienced when application forms are used in the recruitment and selection of candidates. The factors which can cause institutions to ignore the use of application forms in the recruitment and selection of candidates are then discussed. The chapter is finalised by the identification and discussion of ways and means by which the use of application forms in public service employment can be improved.

The study is summarised in chapter 5.

CHAPTER 2

EXPOSITION OF THE PLACE OF APPLICATION FORMS IN PUBLIC SERVICE EMPLOYMENT

2.1 Introduction

Public institutions cannot function in the absence of personnel. Therefore, for the purpose of this study, the process of public service employment is an indispensable component of public personnel administration which involves recruitment and selection of candidates as well as placement of a selected candidate.

In this chapter a descriptive approach will be used firstly, to explain how public service employment is manifested in public personnel administration and secondly, to expose that in public service employment the application process has a role to play. It is the exposition of that role which will create an avenue for the exposition of the place of application forms in public service employment. A discussion of the creation of posts, job classification, recruitment of candidates, application forms, selection and placement of a suitable candidate as well as probation will be used to pursue the aforementioned objectives.

2.2 Manifestation of public service employment in personnel administration

Personnel administration is comprised of a multiplicity of functions which, in any institution, can be classified into generic administrative functions, auxiliary functions and functional activities (Cloete 1993:7). However, for sound personnel administration the completion of generic administrative functions must precede the initiation of functional activities (Andrews 1988:6).

The functional activities can be sub-divided into personnel provision functions, support functions, training and development, and utilisation functions. Each of the aforementioned functions consists of particular sub-functions. For instance the personnel provision function consists of the creation of posts, recruitment, selection, placement, probation, promotion and transfer. (Cloete 1993:8.)

Public service employment is a process of providing personnel in the public service since it leads to the appointment of candidates to posts in the public service. It is a component of the personnel provision function because it is constituted by some of the sub-functions which constitute the personnel provision function. According to Andrews (1988:125) placement is a concluding step in the employment process and probation can be regarded as the final one.

The above explanation indicates that the employment process excludes promotion and transfer from the sub-functions constituting personnel provision function. This can also be attributed to the fact that promotion and transfer can only be applicable to persons who are already employed and therefore cannot form part of the employment process. Therefore public service employment is a process which includes the creation of posts, recruitment, selection, placement and probation in the public service. In order to give a more meaningful explanation of the manifestation of public service employment in personnel administration, an explanation of the creation of posts, job classification, recruitment process, application process and selection and placement of a candidate as well as probation is given below.

2.2.1 Creation of posts

A post is a position to which a person is appointed in the institutional hierarchy (Webster 1995:784). The work involved in a position must be within the capabilities of a single normal prospective incumbent (Andrews 1988:65). This is a scenario which can be attained through the creation of posts. Creation of posts is a process that occurs through job analysis and job evaluation (Andrews 1988:82). For more details in this regard, job analysis and job evaluation are discussed below.

2.2.1.1 Job analysis

Job analysis can be defined as a process by which pertinent information relating to the nature of a job can be obtained through observation and study (Gerber, Nel & Van Dyk 1992:158). The purpose is a significant factor in the process of job analysis since it influences the actual process. For instance, job analysis for determining necessary posts for successful work performance in the work not yet initiated, and job analysis for improving the state of affairs in the work currently in progress, will be influenced differently by their objectives. In the former instance, the job will be analyzed as it should be done only; while in the latter instance more options of analysis will be available, for example the analysis can be undertaken by observing or interviewing the incumbents or considering work samples or various combinations of these methods.

Job analysts collect information relating to time, activities or combination of activities and individual capabilities such as skills and experience necessary for successful work performance (Gerber et al 1992:158). This information is respectively recorded on two separate forms which are known as job description and job specification (Beach 1985:92). Job description and job specification are therefore components of job analysis.

The information obtained in job analysis is used for various purposes which, according to Beach (1985:93), include manpower

planning, recruitment and selection of candidates as well as placement of selected candidates. For sound recruitment and selection of candidates and placement of selected candidates it is necessary in advance to have a clear statement of the work to be performed as well as the skills and knowledge that must be possessed by the prospective incumbents, since the basic intention is to get and appoint the best candidate on the basis of that information.

2.2.1.2 Job evaluation

The process of job analysis is normally followed by job evaluation. Job evaluation is a systematic method by which the value of jobs relative to each other in an institution can be determined (Andrews 1988:76). It serves to establish a justifiable basis upon which the remuneration of each job can be based, although other relevant factors such as labour market conditions also need to be considered for that purpose (Klingner & Nalbandian 1985:169).

2.2.2 Job classification

When job analysis and job evaluation have been done, it becomes necessary to classify jobs in order to make a justifiable grouping of personnel and establish a framework upon which service dispensations can be determined (Andrews 1988:82) and create an orderly arrangement of personnel which will promote efficiency and productivity in the institution (Hays & Reeves

1989:104).

Job classification is a process of categorising positions on the basis of job related factors such as the type of work performed and the type of skills, knowledge and abilities required (Klingner & Nalbandian 1985:160). Positions are classified horizontally and vertically in relation to each other according to their nature and complexity. Those that are similar with regard to their requirements and duties are grouped together for example clerks, accountants and secretaries. Positions are also arranged vertically according to their complexity, with complexity gradually increasing as higher levels in the hierarchy are attained. (Cloete 1993:104.)

2.2.3 Recruitment process

Posts in institutions are created to employ people to do the necessary work. Therefore once their creation and classification is concluded, the necessary steps towards the filling of such posts by competent individuals should be undertaken. The first step in this process is recruitment (Hays & Reeves 1989:184).

Recruitment is a personnel function which is undertaken to obtain applicants who are sufficient to the extent of enabling the selector to differentiate between the qualified and unqualified applicants per vacancy (Andrews 1988:94). It is a process by which candidates for posts can be attracted to an institution (Gerber et al 1992:175). When a recruitment method has been used

to inform prospective applicants about the existence of a vacancy that should be filled in an institution, interested individuals can then indicate their interest by making and submitting applications (Werther & Davis 1981:134). For more details in this regard the components of the recruitment process which are the recruitment approach, determination of the recruitment field, recruitment methods, and the application procedure will be discussed below.

2.2.3.1 Recruitment approach

The recruitment programme should be approached in a systematic and well-informed manner in order to have a meaningful contribution in attracting quality candidates (Plumbley 1985:32). Therefore decisions relating to how the recruitment programme is to be undertaken should be made in advance. Various options such as the filling of positions by promoting or reassigning current employees, transferring employees from other institutions within the public sector, reinstating former employees, appointing new employees, or using various combinations of the aforementioned strategies can be used to approach recruitment (Hays & Reeves 1989:185).

The recruitment approach can be influenced by the objectives of public service employment. For instance the question whether or not recruitment should aim at attracting candidates for public service employment on the basis of merit (most suitable candidate for a position) or on the basis of representativeness of

society, should influence recruitment in the public sector (Hays & Reeves 1989:184). In the former instance recruitment should focus on all population groups in the society while in the latter instance it may focus on particular population groups in the society.

For the purpose of this study the recruitment process will be approached from a perspective of public service employment which is based on merit because of the following reasons:

- (a) Firstly, the pursuit of a public service which is broadly representative of the South African society in South Africa as presented in the White paper on Reconstruction and Development, 1994 (Notice No. 1954 of 1994) may be discontinued when its basic objectives of addressing disparities created by *inter alia* apartheid and eradication of racism, gender inequality and other forms of inequality are realised; whereas the study is intended to have a long lasting contribution in a democratic South Africa (South Africa 1994: Section 5.2),
- (b) Secondly, allegations of discrimination can be levelled on recruitment aimed at creating a public service representative of society (Andrews 1992:39).

2.2.3.2 Determination of the recruitment field

Recruitment field refers to the area which should be covered by the recruitment process (Stahl 1983:95). It covers institutions and other societal structures where prospective applicants are

likely to be found.

Applicants for posts in the public service can be found within or outside the public sector. Recruitment within the public sector is here referred to as internal recruitment while recruitment from outside of the public sector is referred to as external recruitment. The recruitment policy should indicate which posts are to be filled by using internal recruitment and which ones are to be filled by external recruitment (Cloete 1993:107).

(a) Internal recruitment

Internal recruitment is utilised when the recruiting institution utilises current employees in order to fill certain vacancies (Gerber et al 1992:178). However, this type of recruitment has its own advantages and disadvantages as the following discussion will indicate.

(i) Advantages of internal recruitment

Filling vacancies above entry grades by appointing applicants from within the institution creates more promotion opportunities for current employees and consequently improves their morale. It is these promotion opportunities that also create more advancement opportunities which encourage employees to continue working for the institution rather than to seek for better employment opportunities elsewhere. (Cloete 1993:108.)

Furthermore training and orientation costs can be minimised by filling vacancies by applicants from current employees (Gerber et al 1992:178).

(ii) Disadvantages of internal recruitment

Absence of newcomers in the higher positions can create a danger of eliminating new ideas and necessary innovation by encouraging employees to follow procedures and strategies based on precedent (Gerber et al 1992:178). This is a factor that can be detrimental to institutional development. Furthermore internal recruitment is limited in scope as it cannot always be positively applied to fill positions at the entry grades since these positions can only be filled by newcomers and horizontal transfers or demotion of current employees. For instance upward mobility in terms of promotion of current employees cannot be attained through their recruitment to fill these positions and demotions can damage their morale.

(b) External recruitment

External recruitment is utilised when vacancies are to be filled by appointing applicants from outside of the recruiting institution and it is unavoidable when there must be a net addition to the personnel of the institution (Gerber et al 1992:179). However, this type of recruitment has also got its own advantages and disadvantages some of which will be explained below.

(i) Advantages of external recruitment

External recruitment can encourage innovation, efficiency and effectiveness as well as self-development of current employees in an institution. This probability is great when external recruitment which is coupled with internal recruitment affects high level posts since current employees can realise that they can easily miss better employment opportunities in favour of outsiders if they do not qualify (Gerber et al 1992:178).

(ii) Disadvantages of external recruitment

Appointments of outsiders to posts in the higher echelons to which promotions were perceived to be due or have been applied for by some current employees whose applications were unsuccessful can create negative feelings for current employees (Gerber et al 1992:178). This is a situation which can be detrimental to the morale of current employees and consequently can negatively affect the effectiveness and efficiency in the institution. Furthermore costs of orientation can be higher for recently appointed employees from outside than for recently appointed employees from inside the institution since the former are, in most instances, not familiar with the set-up and work procedures of the institution (Gerber et al 1992:178).

2.2.3.3 Exploiting the recruitment field

Various methods of recruitment which may be direct or indirect can be used to exploit the recruitment field. The following sub-sections will be used to identify some of these methods and to explain how they can be used to exploit the recruitment field.

(a) Direct recruitment methods

Direct recruitment methods are the methods used to recruit for specific vacancies in an institution. For instance it would be improper to advertise a vacancy when there is no sufficient evidence to indicate that it currently exists or it will exist. According to Beach (1985:35) job advertising and job posting are methods which can be used to recruit candidates for vacancies in an institution.

When choosing a method or methods or combination of methods to use in recruitment, recruiters should also consider the factors that will give more access to the targeted area of recruitment since to disregard these factors can make the recruitment process to be uneconomical. For instance recruiters should find out which medium or media are likely to attract suitable candidates and then advertise accordingly. An explanation of how the aforementioned recruitment methods can be used in the recruitment process will now be given.

(i) Job advertising

Job advertising refers to the act of announcing through the use of a medium such as radio, television and press that a vacancy exist (Webster 1995:12). Advertising is regarded as a very powerful recruiting instrument since it is a recruitment method by which many prospective applicants can be informed within a reasonable period that a vacancy for which they can apply exist (Plumbley 1985:35).

The information contained in the advertisement is important since it will, to a certain degree, determine the success of the recruitment process. For instance Plumbley (1985:36) is of the opinion that greater likelihood of response to an advertisement can be expected to prospective candidates when they have been told what they expect to know about the advertised post. On the other hand, when sex and racial discrimination is taken into consideration, Smith and Robertson (1986:82) are of the opinion that statements or implications by advertisements that one sex or racial group is more suitable for the post or will be given favourable treatment should be avoided. Therefore a job advertisement should portray the relevant job information to the best possible extent in order to successfully attract prospective applicants in a legal manner.

(ii) Job posting

Job posting refers to the placement of notices informing employees about existing vacancies on notice boards (Gerber et al 1992:178). When taken individually, this method of recruitment is more suitable for small and centralised rather than large and decentralised institutions such as public institutions. This occurs because of the size and structure of public institutions which, when coupled with the fact that these institutions have to undertake recruitment for numerous posts, can create difficulties for the implementation of this method since logistical problems can frustrate the smooth flow of information.

(b) Indirect recruitment methods

Indirect recruitment methods are the methods utilised without taking existing vacancies as points of departure, but take into consideration some or all future vacancies in an institution. That is to say indirect recruitment methods are not directly related to the filling of particular vacancies. In the public sector these methods promote the general awareness and understanding of the public with regard to public institutions (Stahl 1983:101). On the other hand, personnel functions directed at informing interested parties that the public sector is a potential employer imply publicity (Andrews 1988:95). Therefore indirect recruitment can be taken to be synonymous with publicity. Since these recruitment methods are not directly

consistent with the approach already followed in this study, little attention will be paid to them.

Some of the indirect recruitment methods that can be used by public institutions according to Stahl (1983:100) include invitation of individuals to indicate their career interests for future reference; development of institutional relationships with academics, editors and influential professionals; distribution of pamphlets and magazines with career prospects in the public service; visits to academic institutions to make displays, programmes and exhibitions about careers in government; and the utilisation of tourist bureau materials such as maps and booklets.

2.2.3.4 Application procedure

Applications complete the recruitment process by linking it to the next phase of the employment process, which is selection. Therefore the application should serve as a basis for selection of candidates. (Stahl 1983:101.) For the aforementioned state of affairs to be achieved, the recruitment method used should specify the application procedure otherwise prospective applicants will not know how to apply (Smith & Robertson 1986:82).

Applications for employment can be done by applicants in various ways. For instance they can be done through the use of letters of application, *curricula vitae*, application forms, telephone

calls as well as through personal applications (Shmerling 1993:65). Furthermore, various means of delivery such as postal services, fax machines and personal delivery can be used by applicants to send applications to their destinations. Therefore the application procedure should be clearly specified in a manner that gives clear guidelines relating to the instruments to be used and procedures to be followed by applicants in sending applications to their destinations. For instance if application forms are to be used, the application procedure must specify that application forms should be used, where prospective applicants can get such forms, which documents, if any, should accompany completed application forms, and where to send such forms after completing them. These and related aspects regarding application forms will be emphasised in the following paragraphs.

2.2.4 Application forms

In order to make meaningful decisions in the selection of applicants, selectors need relevant information about the applicants. Applicants in turn use various instruments to supply such information. For instance they can supply that information through the use of letters of application (Shmerling 1993:65), *curricula vitae* (Steven 1987:14), application forms, tests and interviews (Jucius 1975:128).

From the aforementioned instruments that can be used by applicants to supply the required information, attention will be given to the description of application forms because of the

following reasons:

- (a) Firstly, they are the focal point of this study;
- (b) Secondly, their value and role in the recruitment and selection of candidates can be obscured by the use of other instruments.

A proper description of application forms will therefore make the contents of this study more clear and meaningful.

In this section the description of application forms will focus on the meaning of application forms, design of application forms, application forms currently being used in public service employment, parties involved in the use of application forms, issuing of application forms to prospective applicants, and submission of completed application forms by applicants.

2.2.4.1 Meaning of application forms

Some authors use the terms application forms and application blanks interchangeably. For instance Beach (1985:142) states that "An application form that has been designed through statistical correlations is called a weighted application blank", and Koen (1984:26) writes that "... a job seeker asked why there couldn't be a uniform application blank so that he didn't have to fill out the same information on a dozen different forms".

In explaining the meaning of application forms an attempt will be made to explain the meaning of application and form first.

An application refers to the request made in person or writing for one to be considered as a candidate (Webster 1995:44); whereas a form refers to a document with blank spaces for writing information (Webster 1995:369). Therefore an application form can be defined as a document with blank spaces for information to be written by a person making a request to be considered as a candidate. It is basically intended to ask and also to allow the applicant to respond to job related questions through correspondence (Plumbley 1985:109). Application forms are tools used universally to obtain information about applicants which will help management in determining the applicant's suitability for employment (Beach 1985:141).

In institutions such as the South African public service, uniform application forms are used for all categories of applicants. For instance in terms of sub-regulation 2(1) of section A of Part III and sub-regulation 1(1) of section D of Part III of chapter B III of the Public Service Staff Code (Public Service Staff Code, 1994), all applicants for permanent posts in the public service are required to complete the application form Z83 and Z 27, while applicants for temporary posts are only required to complete the Z83 part of the form (South Africa 1994). (For an example of application form Z83 and Z27 currently being used in the South African public service, see Annexure A).

Some institutions use different application forms for different categories of applicants. Examples of application forms that differ according to categories of applicants can be found in

academic institutions such as Vista University and University of South Africa, where there are application forms designed for applicants of academic posts and others designed for applicants of non-academic posts. (For examples of these application forms see Annexure B and C).

2.2.4.2 Design of application forms

Application forms are designed to suite the needs of selection that vary according to posts and institutions (Plumbley 1985:112). Consequently the layout of application forms for various posts and institutions differs (Andrews 1988:108). In spite of the aforementioned differences, the design of application forms should enable them to remain instruments of determining the applicant's suitability for the post and also eliminate unnecessary obstacles in the admission of applicants to competition (Stahl 1983:101).

Application forms also differ in terms of the information they require and also in the manner they require the same information since the information used by selectors to determine the suitability of candidates for posts may also differ or be required in a unique manner for various posts and institutions. This is a factor which can cause differences and variations in designs of application forms. Although there are such differences, many institutions require through their application forms information relating to biographical data, work history, qualifications, and other details relating to a particular

position (Andrews 1988:108).

2.2.4.3 Application forms currently being used in public service employment

The application form currently being used in South African public service employment is composed of two main parts. The first part is called Republic of South Africa Application for Employment and labelled as Z83. The second part is called Health Questionnaire and labelled as Z27 (See Annexure A). The first part of the application form requests from the applicant information relating to the employment desired, personal particulars, language proficiency, qualifications, and experience; while the second part requests from the applicant information relating to his or her condition of health which may affect the applicant's ability to perform some duties. According to sub-sections E of the application form Z83 and Z27 currently being used in public service employment, responses filled in by the applicant in the application form are binding and incorrect information can lead to dismissal.

2.2.4.4 Parties involved in the use of application forms

The method of asking and answering questions which is followed through the use of application forms proceeds along correspondence lines (Plumbley 1985:109). Therefore the institution which asks questions and the applicant who answer questions in the application form are both involved in the use

of application forms. In the institution various parties such as selectors and personnel officers are involved in the use of application forms. For instance when selectors are doing preliminary examination in the selection of candidates, they use the information in the application forms as a basis for rejecting candidates who do not meet prescribed minimum requirements (Cloete 1993:115); while personnel officers should include the completed application form of an appointed candidate in his or her permanent personnel record for future reference and use (Stahl 1983:102).

2.2.4.5 Issuing of application forms to prospective applicants

Institutions using application forms should provide for the issuing of application forms to prospective applicants. When making this provision, such institutions should consider the fact that prospective applicants may lose interest if they must struggle to get application forms (Cloete 1993:114). Therefore the way application forms can be obtained by prospective applicants should form part of the recruitment process which should be reflected in the job advertisement. According to Cloete (1993:114) application forms should be readily available in order to counteract delays in their submission. Application forms currently being used in public service employment are issued by any department in the public service and therefore can be obtained by prospective applicants at any of these departments (Sunday Times, Business Times, 2 June 1996).

2.2.4.6 Submission of completed application forms by applicants

The procedure of submitting application forms in an institution should be convenient to the institution's selection, placement and training needs (Cloete 1993:115). This can be one of the reasons that cause specific requirements to be prescribed for the submission and receipt of application forms. For instance some job advertisements specify the venue and the official or officials to whom completed application forms must be submitted as well as the closing date for submission and receipt of application forms. This also implies that procedural arrangements in this regard should be made in advance.

When application forms have been submitted and the closing date for their submission has passed, the selection process should commence. This should occur since the application procedure links the recruitment process with the selection process (Stahl 1983:101).

2.2.5 Selection

Selection refers to the making of a choice from a number of competing candidates to identify those who will, according to the selector's view, best meet the set performance standards (Gerber *et al* 1992:184). According to Andrews (1988:107), Cloete (1993:115), Gerber *et al* (1992:186), and Werther and Davis (1981:152) selection is a process which takes place through a

series of steps or phases. Although the content, number and chronological order of these phases may vary according to the institution in which the selection process is taking place; the assessment of applications, tests, interviews and medical examination are some of these phases (Gerber et al 1992:186).

The works of various authors, for instance Andrews (1988:107), Cloete (1993:115), Gerber et al (1992:187), and Werther and Davis (1981:153) indicate that the assessment of applications, tests, interviews and medical examination are the phases involved in the selection process. For more details in this regard a brief explanation of each of these phases will be given in the following paragraphs.

2.2.5.1 Assessment of applications

Immediately after the closing date of submitting applications, the applications that have been received should be assessed in order to determine the suitability of applicants for appointment. In cases where application forms are used, like in the public service, they should be examined to determine whether they have been properly filled in, and those which indicates obvious lack of qualifications and/or unsuitability of candidates for whatever reason should be rejected (Cloete 1993:115). Then the application forms of the remaining candidates should be taken and subjected to the next phases of the selection process. However if only one candidate complies with minimum requirements and therefore remaining after the first assessment, that candidate

can be appointed without further assessment if the selectors are satisfied.

2.2.5.2 Tests

Selection tests are designed to test certain aspects of human behaviour deemed to be related to successful work performance (Andrews 1988:109). Tests which can be used for selection purposes include intelligence, aptitude, performance and personality tests (Andrews 1988:110). Selection tests are used because they are to a reasonable extent an objective means by which a candidate's potential and job success can be predicted (Andrews 1988:109). It is therefore important that the validity, reliability and objectivity of selection tests must be considered when selection tests are designed (Cloete 1993:118). In spite of their quality, selection tests remain instruments of predicting and not guaranteeing job success for the purpose of choosing the most suitable candidate or candidates for appointment (Beach 1985:149)

2.2.5.3 Interviews

This is a process in which the suitability of an applicant for the post is assessed by directly asking the applicant questions. Basically there are three types of interviews which are the structured interview, semi-structured interview and unstructured interview (Gerber *et al* 1992:195). Questions in the structured interview are all predetermined, and in the semi-structured

interview some questions are predetermined while in the unstructured interview all the questions are not predetermined. It is important in an interview for the interviewer to know exactly the facts that constitute the basis of selection because, among other reasons, candidates use various approaches when responding to questions (Cloete 1993:119).

2.2.5.4 Medical examination

Medical examination is undertaken to assess and record physical qualifications and conditions of the applicant before the employment process is finalised in order to accept, reject or place the applicant accordingly (Beach 1985:144). The South African public service is currently using a health questionnaire Z27 for general assessment of the physical qualifications and conditions of applicants (see section 2.2.4.1).

2.2.6 Placement

After the selection process, the selected candidate is placed in the position for which the employment process has been undertaken. This is done by first appointing the selected candidate on probation for a fixed period with the intention of further determining the appointee's suitability for the post he or she is serving in during that period (Cloete 1993:122). Although placement is the concluding step in the employment process, it is not the final one as the probation period also has to receive attention (Andrews 1988:125).

2.2.7 Probationary period

Finalization of the employment process occurs at the end of the probationary period. Probationary period refers to a specific period used to further determine the appointee's suitability for the post in which he or she has been placed (Andrews 1988:125). The probationary period should be utilised as an extension of the selection process (Cloete 1993:122). Ultimately the selected candidates are permanently appointed by the minister or any other official having the necessary authority in the concerned department (Andrews 1988:125).

2.3 Summary

In public service employment which is a component of public personnel administration, the process of employing public officials entails a number of important aspects like the creation of posts, recruitment and selection of candidates in which application forms are used as well as placement of the selected candidate on a probationary period. The application form, which is the main instrument used in the application process of the South African public service, is used by applicants, selectors and personnel officers while it is issued and received by public institutions. This already indicates that the application form has a particular role to play in the process of employment specifically with regard to the recruitment and selection of candidates.

CHAPTER 3

INSTRUMENTS USED IN THE RECRUITMENT AND SELECTION OF CANDIDATES

3.1 Introduction

In the previous chapter it was indicated that application forms have a role to play in the recruitment and selection of candidates. In order to facilitate an investigation into this role, it is necessary for the purpose of this study to analyze the application form together with other instruments used in the recruitment and selection of candidates. This analysis will help to establish a meaningful basis for utilising related information in the following sections of this study. For instance in section 3.7, when the comparison of the use of application forms and other instruments in the recruitment and selection of candidates is done; and in chapter 4, when the functions and problems of application forms in the recruitment and selection of candidates are discussed, knowledge of various aspects of an application form will be necessary.

Therefore in this chapter an analytic approach will be used to analyze the instruments used in the recruitment and selection of candidates first. In this regard attention will be paid to the

analysis of application forms, letters of application, *curricula vitae*, tests and interviews. This will be followed by a comparison of the use of application forms with the use of letters of application, *curricula vitae*, tests and interviews in the recruitment and selection of candidates in order to indicate some advantages and/or disadvantages of using each of these instruments in relation to those of using the application form.

3.2 Application forms

Although application forms differ in various ways, they are common with regard to their essence. They are instruments through which job related documentary evidence is required by institutions and provided by applicants on the basis of guidelines of the institutions which designed them. The guidelines in this regard are the questions asked to the applicants and directions (in the form of notes or instructions) to be followed by applicants when supplying the required information. In this section the application form will be analyzed with regard to its contents and requirements since the contents are its core part and compliance with certain requirements can determine its quality. Further details in this regard will be given in the following paragraphs.

3.2.1 Contents of an application form

The contents of an application form depend on various factors. For instance, the type of information and the extent of details

required from applicants as well as aspects such as the name and emblem that associate the form with a particular institution and provision for official use of the form will determine the contents of the form. Since the layout of application forms differs (Andrews 1988:108), the arrangement of even the common contents of application forms may differ in various application forms.

In this section an analysis of the application form based on aspects common to many application forms will be given. The application form will be analyzed with regard to its identification, instructions, required details of the vacancy in question, biographical data, qualifications of the applicant, applicant's work history, applicant's health condition, and declaration by the applicant as well as provision for official use of the form.

3.2.1.1 Identification of the application form

A particular application form can only be used to apply for a post or posts in a particular institution or institutions. For instance, application forms Z83 and Z27 can only be used to apply for posts in the public service and application forms for the University of South Africa can only be used to apply for posts in that university. Hence the application forms are associated and identified with particular institutions. The identification of application forms is commonly done by indicating the name of the institution for which the recruitment is done sometimes

accompanied by the institution's emblem on the first page of the application form (see Annexure A, B, C, D and E for examples). This is normally done in a manner that is likely to attract attention by, for example, writing the name in capital letters, for instance, REPUBLIC OF SOUTH AFRICA APPLICATION FOR EMPLOYMENT or UNIVERSITY OF SOUTH AFRICA. The Z83 part of the application form currently being used in the public service does not have an emblem although the one previously used had it (see annexure D for an example of the Z83 part of the application form previously used in the public service).

3.2.1.2 Instructions

Instructions that guide the applicant in completing the application form are contained in this part of the form. However, some institutions prefer to use the term note or notes rather than instruction or instructions in their application forms. For example, in the Z83 part of the application form currently being used in the public service, note is used (see Annexure A). The contents of instructions vary according to the requirements contained in various application forms. For instance, in the Z83 and Z27 application form currently being used in public service employment it is the advertisement that supplement instructions by informing the applicant what to do with the application form after completing it, whereas in other application forms such as those used at the University of South Africa and Vista University this information forms part of the instructions in the application form (see Annexure B and C).

3.2.1.3 Details of the vacant post

In this item details of the vacancy for which the application is done are required (Werther & Davis 1981:142). There are blank spaces provided for filling in the title or designation of the position one is applying for and reference number if there is one. Other information may also be required. For instance, application forms such as those used at the University of South Africa for teaching or research and non-teaching staff posts as well as those used at Vista University for academic or professional and administrative posts also require the applicant to indicate whether he or she is willing to be considered for a post in a lower rank (For example see Annexure B and C).

3.2.1.4 Biographical data

Biographical data refers to the information relating to the written account of a person's life (Webster 1995:97). In this item the personal details of the applicant such as surname, first names, address, nationality, telephone number, marital status, and dependents are required (Miner 1969:269). (See Annexure A for an example).

3.2.1.5 Qualifications of the applicant

In this item the information on the qualifications of the applicant which may be accompanied by names of institutions where they were obtained as well as the dates by which they were

obtained are required (Mandell 1964:180). These qualifications may be classified according to their levels which are school, college, technikon and university qualifications. The subjects done for each qualification as well as the duration of the course leading to the attainment of such qualification may also be required. (For example see item D of Annexure A).

3.2.1.6 Details of current conditions of service

In this item, details such as the name of the current applicant's employer (if any) and his or her address as well as the applicant's rank, salary, date of appointment and reasons for wishing to leave or leaving the present post may be required (Werther & Davis 1981:141). The applicant must supply this information in the appropriate blank spaces. (For example see item 3 of Annexure C).

3.2.1.7 Work experience

In this item work experience with regard to the names and addresses of all previous employers as well as the applicant's ranks, salaries, dates of appointment and dates of termination of services with those employers may be required (Werther & Davis 1981:141). In some application forms the details of current conditions of service and work experience are combined in one item (for example see item E of Annexure A).

3.2.1.8 Applicant's health condition

Some application forms have an item that assesses the applicant's health condition. In the application forms that are currently being used in public service employment the Z27 part has various items focusing on the applicant's health condition. In these items particulars which include height, body mass, physical defects and operations which have been undertaken by the applicant are required (see Annexure A for an example). Some application forms such as the application for employment used in the Vaal Triangle Technikon have an item which requires medical history without specifying the physical aspects to be assessed. (For an example of this form see Annexure E).

3.2.1.9 Declaration by the applicant

In this item the applicant is required to declare that the information supplied by him or her in the application form is true and correct (Werther & Davis 1981:143). The applicant is normally required to do this by signing and writing the corresponding date in the appropriate spaces (see Annexure B for an example). This is done in order to enable the employer to disqualify or discharge the applicant (if already appointed) on the basis of any false information supplied in the application form (Judith 1994:93).

3.2.1.10 Provision for official use

This part of the form does not require information from the applicant. It is normally comprised of a blank space whose size vary in various application forms. An example of this can be seen in the Z83 part of the application form currently being used in public service employment where it is marked "For office use" and also in the application forms used at the University of South Africa and Vista University where they are marked "For office use only" (see Annexure A, B and C).

3.2.2 Requirements for an application form

Application forms can contribute meaningfully and economically in the selection of candidates if they comply with certain requirements. For instance according to Mandell (1964:158) questions in the application form should be able to elicit sufficient accurate information which can be used to eliminate unqualified candidates without further screening and to also evaluate the suitability of qualified candidates. For more details with regard to the requirements with which the application forms should comply, the legality, legibility and neatness, relevance as well as briefness and conciseness of questions, sufficient provision for responses and suitability for handling and filing will be discussed in the following paragraphs.

3.2.2.1 Legality

Application forms should comply with legal requirements which are applicable in the country (Koen 1984:26). Therefore in the Republic of South Africa when application forms are designed the provisions of Chapter 3 Section 8(2) of the Constitution of the Republic of South Africa, 1993 (No. 200 of 1993) should be taken into consideration. These provisions state that : "No person shall be unfairly discriminated against, directly or indirectly, and, without derogating from the generality of this provision, on one or more of the following grounds in particular: race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture or language" (South Africa 1993).

In addition to the aforementioned provisions, when the application forms to be used in the South African public service employment are designed, the provisions of Chapter IV Section 11(1) of the Public Service Act, 1994 (No. 103 of 1994) should be taken into consideration. These provisions state that: "In the making of any appointment or the filling of any post in the public service -

- (a) no person who qualifies for the appointment, transfer or promotion concerned shall be favoured or prejudiced;
- (b) only the qualifications, level of training, merit, efficiency and suitability of persons who qualify for the appointment, promotion or transfer in question,

and such conditions as may be determined or prescribed or as may be directed or recommended by the Commission for the making of the appointment or the filling of the post, shall be taken into account" (South Africa 1994).

Should it happen that an applicant lays a charge of unfair discrimination on the basis of the information requested and supplied in the application form, the employer will have to prove that there has been no unfair discrimination in the selection process or be found guilty of unfair discrimination (Koen 1984:29). Therefore an application form should legitimately serve as an instrument of predicting successful performance in the post and providing information necessary for employment (Meyer & Donaho 1979:57).

3.2.2.2 Legibility and neatness

Application forms should be legible and neat in order to help their users to read the contents easily. This can also help to create a good impression about the recruiting institution since the application form can also perform a public relations function (Smith & Robertson 1986:83). Clumsy and illegible application forms should be avoided since they can create a negative attitude to applicants (Mandell 1964:158).

3.2.2.3 Relevance of questions

The main purpose of utilising application forms is to obtain relevant information through the use of relevant questions in order to enable the selector to identify a suitable candidate for appointment (Plumbley 1985:108). Hence Cloete (1993:115) recommends the avoidance of questions which will provide useless information. This factor can enable the application form to contribute in the recruitment and selection of candidates by ensuring that only the required information is collected. Consequently the limited space in the application form and the applicant's time for completing the application form as well as the selector's time and effort of utilising information in the application form can be devoted towards the required information only (Stone & Kendall 1956:146).

Furthermore the relevance of questions indicates that the form is utilised in an intelligent and purposeful manner (Plumbley 1985:109). For instance Smith and Robertson (1986:83) are of the opinion that a well-produced application form can help to create an image of an efficient, fair and well-run institution.

3.2.2.4 Briefness and conciseness of questions

Application forms can have a meaningful contribution in the selection process if they are capable of collecting accurate information from applicants (see section 3.2.2). Therefore in order to pursue this objective, questions in the application form

should be brief and concise. This can also help to eliminate unnecessary misinterpretation of questions.

3.2.2.5 Sufficient provision for responses

An adequate space for response to each question should be provided taking into consideration prospective applicants with large handwriting (Plumbley 1985:112). If necessary, candidates should be allowed to make annexures to the application forms in order to give willing applicants a greater opportunity of giving reasons why they consider themselves suitable for the post as provisions for additional information in the application forms may be inadequate.

3.2.2.6 Suitability for handling and filing

Application forms are used by various parties which include applicants, selectors and personnel officers (see section 2.2.4.4). This is a factor that causes their frequent handling as each user is likely to handle them. Therefore application forms should be printed on a durable paper which cannot be easily damaged by normal handling (Jucius 1975:128).

It should also be easy to handle and file application forms in an office since this can facilitate their proper use (Jucius 1975:128). Therefore when the size of the paper to be used for designing and printing application forms is chosen, this factor should be taken into consideration.

3.3 Letters of application

A letter of application is one of the instruments which can be used in the recruitment and selection of candidates. The contents and the layout of the letter of application is determined by the applicant on the basis of the information available to him or her (Judith 1994:71). The information over which the contents of a letter of application can be based can emanate from the recruitment which is undertaken by various institutions, hence the contents of a letter of application can be based on an advertisement (Judith 1994:79).

3.3.1 Contents of a letter of application

Although particular details may differ in various letters of application, the works of Judith (1994:71), Stevens (1987:137) and Shmerling (1993:78) indicate that the name and address of the applicant, date, name and address of the recipient, body of information, and the conclusion of the letter are common components of letters of application. However, in order to indicate seriousness, the applicant should make a proper arrangement of the aforementioned components in his or her letter of application. For this purpose adherence to a format that can make favourable impressions about the applicant is necessary (Meyer & Donaho 1979:83).

3.3.2 Format of a letter of application

The actual presentation of information in various letters of application differs from letter to letter because of the personal preferences and particular circumstances that are influential in the writing of each letter. However, according to Meyer and Donaho (1979:83) a good format of a letter of application is composed of a proper heading, full inside address, salutation, well-organized content, and quality typing.

3.3.3 Requirements for a letter of application

In order to impress the selector, a letter of application should contain clear, concise, complete, correct, convictive, coherent, and grammatically correct information (Shmerling 1993:94) as well as information relevant to the advertisement on which it is based (Meyer & Donaho 1979:91).

Clear, concise and complete information in the letter of application can help to clearly convey only the necessary information (Shmerling 1993:94). On the other hand, correct, convictive and coherent information can help the applicant to logically convince the prospective employer through supplying the correct information that he or she is a suitable candidate for the post (Shmerling 1993:96).

A properly organized letter of application without grammatical errors indicates thorough preparation and consequently will

contribute towards impressing the prospective employer (Meyer & Danaho 1979:83). On the other hand, relevance of the contents of a letter of application to a relevant advertisement is an indication of competence to the applicant, a factor that can count to the applicant's favour (Meyer & Danaho 1979:91).

3.4 Curricula Vitae

A *curriculum vitae*, which is a summary of personal details, background, experience, skills and qualifications of an individual, is also known as a resume (Shmerling 1993:118).

The works of Steven (1987:14), McDaniels (1990:114) and Webster (1995:849) indicate that the terms *curriculum vitae* and resume can be used interchangeably; although Shmerling (1995:118) and McDaniels (1990:5) maintain that differences in those terms can also be identified. For instance according to Shmerling (1995:118) the term *curriculum vitae* is usually applied to summaries of job seekers who are in the academic, management or technical categories while the term resume is applied to summaries of job seekers up to management level. According to McDaniels (1990:5) a *curriculum vitae* is comprehensive to the extent of covering three to ten pages while a resume is more of a summary usually covering one or two pages.

The above explanation indicates that there is no general consensus among various authors with regard to the actual meanings and relationship of the aforementioned two terms. However for the purpose of this study, the terms *curriculum vitae*

and resume will be used interchangeably.

3.4.1 Types of *curricula vitae*

On the basis of the approach adopted in the compilation of *curricula vitae*, two types of *curricula vitae* which are the chronological and the functional type can be identified (McDaniels 1990:82). In the chronological type the work experience section is presented according to a specified date order; while in the functional type, which is mainly aimed at marketing skills and abilities, there are no specific dates and the contents need not to be presented according to a date order (Stevens 1987:17). However the chronological type is more popular than the functional type. This can be attributed to the fact that the use of the functional type is almost limited to job hunting while that of the chronological type can include to job hunting other purposes such as serving as a personal history. (McDaniels 1990:82.)

3.4.2 Curriculum vitae title

The front cover of a *curriculum vitae* should bear its title (Shmerling 1995:120). However, there is no consensus among various authors about the actual contents of the title. For instance according to Shmerling (1995:20) the title CURRICULUM VITAE accompanied by the name of the author is sufficient for this purpose, whereas Stevens (1987:18) recommends the name of the author to be used as a heading.

3.4.3 Contents of a curriculum vitae

The contents of a *curriculum vitae* vary according to the knowledge and skills of its author with regard to resume writing as well as according to the purpose and format of the *curriculum vitae*. However there are common sections to most *curricula vitae*. For instance Stevens (1987:19) pin points career objectives, work experience, references, education, personal interests and personal data as common sections to most resume.

In this section *curriculum vitae* will be analyzed with regard to personal details, educational qualifications, work history, names of referees, personal interests, and other relevant information which is likely to be included in most *curricula vitae*. The analysis of the aforementioned aspects of *curricula vitae* will now be given.

3.4.3.1 Personal details

In this section personal information like the name , address and telephone number of the author is given in order to facilitate correspondence with readers. Other optional items such as date of birth, marital status, number of children and condition of health may also be included in this section. (McDaniels 1990:80.)

3.4.3.2 Educational qualifications

The qualifications obtained, institution from which they were obtained as well as the years by which they were obtained should be indicated in this section. To begin with the most recently attained qualification is recommended since that is likely to be one of the important factors to the prospective employer. (Stevens 1987:20.)

3.4.3.3 Work history

In this section the details about each post the author has occupied are presented by listing them in reverse chronological order starting with the most recent ones or by grouping the work experiences into categories of various fields (Shmerling 1995:122) The details in this regard can be the duration and designation of each position which was occupied; the name of the employer; duties and responsibilities as well as the number of staff supervised, if any (McDaniels 1995:63).

3.4.3.4 Names of referees

Here the names, positions, addresses and telephone numbers of the referees are given (McDaniels 1995:105). One should provide the names of two or three referees who are likely to verify ones's suitability for the post under consideration (Shmerling 1995:123).

3.4.3.5 Personal interests

In this section personal interests which may be related to the current or desired occupation excluding studies and current employment tasks are indicated (Shmerling 1995:123). Examples of personal interests which can be included here are hobbies, sports and community activities.

3.4.3.6 Other information

In this section other information which can indicate suitability for the desired position can be included (Shmerling 1995:123). Depending on the post under consideration information indicating professional membership, special skills and knowledge of many languages may be included here.

3.5 Tests

If the merit system is applied, a candidate to be appointed in a particular position is selected among other candidates on the basis of the ability to perform the job (Hays & Reeves 1989:189). Selection tests can facilitate this process since they can be used to determine certain aspects of human behaviour which may be related to the candidates's ability to perform some duties. For instance research has shown that there is a positive correlation between intelligence and managerial potential (Plumbly 1985:141). Therefore intelligence test results can be used to predict the managerial potential of a candidate.

However, people with appropriate knowledge, skills and experience should be used to apply selection tests (Cloete 1993:118).

In this section attention will be given to the analysis of the different types of tests which can be used in the selection of candidates as well as the criteria for tests.

3.5.1 Types of tests

Selection tests are categorised on the basis of specific facets of human behaviour they are designed to measure (Gerber *et al* 1992:188). For instance intelligence tests, aptitude tests, performance tests and personality tests are the types of tests which have been designed on this basis. The aforementioned tests will be briefly explained in the following subsections.

3.5.1.1 Intelligence tests

Intelligence tests are tests which are designed to measure the intellectual capabilities of individuals (Andrews 1988:112). Although research indicates that there is a direct relationship between intelligence and managerial potential (Plumbley 1985:114), authors like Gerber *et al* (1992:188) maintain that high Intelligence Quotient is not a valid yardstick for predicting success in work performance. The reason for this is that the availability of the required mental ability does not, by itself, guarantee successful work performance although in its absence such success will never be attained (Plumbley 1985:136).

3.5.1.2 Aptitude tests

Aptitude tests are used to measure an individual's ability to learn particular tasks (Gerber *et al* 1992:188). These tests are used to measure aptitudes such as mechanical ability, clerical, numerical, spatial, artistic and creative capacities (Plumbley 1985:138). Some of these tests are incorporated into test batteries such as Differential Aptitude Test Battery which is comprised of eight tests and the General Aptitude Test Battery which is comprised of twelve tests (Gerber *et al* 1992:188).

3.5.1.3 Performance tests

In performance tests a candidate is engaged in a simulated practical situation related to a specific position where he or she will demonstrate his or her actual performance (Andrews 1988:114). For instance for the vacancy of a typist the candidate may be given a task to type a certain piece of work in a limited time and then be evaluated on the basis of his or her performance.

3.5.1.4 Personality tests

Personality tests are used to measure different personality facets like handling of stress, level of dominance and social adaptability (Gerber *et al* 1988:193). These are the most controversial tests out of all the psychological tests since they need particular skills in their interpretation and consequently

they should be conducted by officials with relevant training (Plumbley 1985:139).

3.5.2 Criteria for tests

Tests must meet certain criteria in order to have a meaningful contribution in the selection of candidates. For instance it is necessary that they must be objective, reliable and valid (Andrews 1988:110). In order to indicate such necessity, the aforementioned criteria will now be briefly explained.

3.5.2.1 Objectivity

For a test to be objective its results must not be influenced by external factors such as race, religious and political affiliation, sex and age of the candidate (Cloete 1993:118). Therefore the influence of beliefs and perceptions of examiners in the results should be eliminated.

3.5.2.2 Reliability

A test which when applied in different occasions under the same conditions produces consistent results, is a reliable one (Beach 1985:151). Therefore a person who is tested with a reliable test on different occasions under the same conditions should attain consistent results (Stahl 1983:119).

3.5.2.3 Validity

Validity of a test refers to the extent to which a test measures what it is intended to measure (Andrews 1988:111). Therefore if a test measures performance, the higher the degree by which the test predicts performance, the higher will be its validity and vice versa (Stahl 1983:120).

3.6 Interviews

In an interview there is a goal orientated exchange of information between two or more individuals (Hays & Reeves 1989:199). This occurs when candidates supply information by responding to questions which are posed to them by interviewers. A selection interview can be used to evaluate information obtained from sources like application forms and tests, and also to integrate such information with personal impressions and observations in order to make proper selection decisions (Beach 1985:143). Three types of interviews which are the structured interview, semi-structured interview and unstructured interview can be identified (Gerber et al 1992:195). A brief analysis of the aforementioned types of interviews is given below.

3.6.1 Structured interview

In a structured interview the same list of predetermined questions is used to interview all applicants (Schuler, Farr & Smith 1993:42). During the process of the interview candidate's

responses are recorded in a standard form by the interviewer or interviewers while strict adherence to the utilisation of predetermined questions is maintained (Andrews 1988:116). The approach of this interview make it more reliable than the unstructured interview (Schuler *et al* 1993:42).

3.6.2 Semi-structured interview

In the semi-structured interview only the questions which are considered to be of great significance are predetermined for utilisation (Gerber *et al* 1992:195). If there is a need for more information, questions which have not been predetermined can also be utilised in this type of interview. This is a feature that makes it to be more flexible than the structured interview (Andrews 1988:116).

3.6.3 Unstructured interview

In an unstructured interview very little or no preparation of questions is done (Gerber *et al* 1992:195). It normally proceeds as a free flowing conversation which can lead to different questions being asked to different candidates (Schuler *et al* 1993:42). However during the interview the interviewers should always try to get information that will enable them to make proper selection decisions (Gerber *et al* 1992:195).

3.7 Comparison of the use of application forms and other instruments in the recruitment and selection of candidates

In this section the use of application forms will be compared with the use of letters of application, *curricula vitae*, tests and interviews in the recruitment and selection of candidates. In addition to the contribution of indicating the advantages and/or disadvantages of using each of the aforementioned instruments in relation to that of using application forms, this comparison will indicate how the use of application forms relates to the use of the other instruments in the recruitment and selection of candidates.

3.7.1 Comparison of the use of application forms and letters of application in the recruitment and selection of candidates

If the same type of application forms are used to collect information from candidates like the Z83 and Z27 application form currently being used in public service employment, the framework upon which the information will be supplied by various candidates will be the same since the design of all these application forms will be the same. Consequently the same format will be used by various applicants to supply the required information. This is a factor that can simplify the process of short-listing applications and comparison of competing candidates in the selection process (Goodworth 1979:16). On the other hand, the

format of letters of application varies from letter to letter even if all such letters are used to apply for the same post since the format of the letter is in each case determined by the individual applicant (Judith 1994:71). This is a factor that can complicate the process of short-listing applications and comparison of competing candidates in the selection process since the time and effort required to identify and compare certain information within and among various letters of application is likely to be more than when the information was supplied according to the same format.

When application forms are designed, the needs of the recruitment and selection process in an institution are taken into account (Plumbley 1985:112). For instance application forms are designed to pose questions that can encourage applicants to supply the information required for selection purposes (Plumbley 1985:108). On the other hand, when a letter of application is written, the extent to which the needs of the selection process are taken into account can be more limited than when the application form is used. For instance the content of the letter of application can be based only upon the advertisement information since it may be the only information which is available to the applicant from the recruiting institution (Judith 1994:79). Therefore the applicant may not get sufficient guidance with regard to the required information to the same extent as the questions in the application form would provide.

Paper of the same size and quality is normally used when

application forms are designed and printed. This factor contributes in facilitating the selection process by making such forms to be suitable for handling and filing that may occur during the selection process (Jucius 1975:128). On the other hand, paper of various sizes and qualities can be used when letters of application are written (Judith 1994:71). In such cases letters of application may not be that suitable for handling and filing that may occur in the selection process.

The presentation of information in the application form is based on questions and instructions which are posed in the application form since the applicant supplies information by responding to them. This also provides to the candidate an opportunity to present in an acceptable manner all the information required at this stage of the employment process without anticipating or assuming some of the required information. Whereas when a letter of application is used, the presentation of information entirely depends upon the applicant (Judith 1994:79). This is a factor which can cause applicants to incidentally or deliberately withhold some of the information required for selection purposes.

When application forms are used to make applications, the applicant's task of supplying the required information is simplified since the questions and instructions are available to guide the applicant in this regard (Jucius 1975:128). Consequently the scope of assessing the candidate's ability to present information is limited (Lyons 1971:49). Whereas when a letter of application is used, the scope of assessing the

candidate's ability to present information is broader since the presentation of information in a letter of application entirely depends upon the individual applicant.

3.7.2 Comparison of the use of application forms and curricula vitae in the recruitment and selection of candidates

The information supplied by various applicants in *curricula vitae* is likely to be given in different formats since there are many acceptable ways of writing a *curriculum vitae* (Kowen 1995:7). Consequently, short-listing of applications and comparison of competing candidates will be difficult than the case would be if application forms were used (Smith & Robertson 1986:86).

The needs of the selection process may not be taken into account when a *curriculum vitae* is written since the applicant is free to write it according to his or her own preferences (Stevens 1987:15). In some instances such preferences cannot even be influenced by the prospective employer since the *curriculum vitae* can be written before the post under consideration is advertised (Kowen 1995:6). Therefore when a *curriculum vitae* is written, an applicant may omit some of the information which may be required for selection purposes or include information which is irrelevant to the post under consideration (Smith & Robertson 1986:86). Consequently this can minimise the candidate's opportunity of being selected. On the other hand, when an application form is used to make an application, the needs of the selection process

are taken into account (see section 3.7.1).

A *curriculum vitae* may not be a complete instrument for making an application. For instance the relevance of the contents of a *curriculum vitae* to the post under consideration are not always clear. This is indicated by the fact that in many instances a covering letter is used to show the relevance of the contents of a *curriculum vitae* to the post under consideration (Stevens 1987:15). Therefore when a *curriculum vitae* is used to apply for a post, the selector will not only spend time reading its contents since he or she will first have to spend time reading the covering letter in order to determine why or for which post the *curriculum vitae* has been submitted. On the other hand, application forms do not need covering letters to show their relevance to the post under consideration since they provide for details in this regard to be supplied (see section 3.2.1.3).

3.7.3 Comparison of the use of application forms and tests in the selection of candidates

Although both application forms and tests contribute in the selection process by supplying information which should lead to the selection and appointment of a suitable candidate, they do not focus on the same aspects of the selection process. For instance Andrews (1988:108) is of the opinion that the use of application forms can be perceived as part of the initial phase of the selection process since preliminary screening is based on the information contained in the application forms. Lyons

(1971:52) writes that the final selection techniques which are tests and interviews, play a role in the selection process after short-listing of candidates has been done. Therefore the use of application forms serve as a basis for the utilisation of tests and interviews in the selection of candidates (Jucius 1975:128).

When application forms are used to select a suitable candidate for the post, the information supplied by candidates in those forms is used as a basis of deciding whether or not candidates are suitable for the post (Andrews 1988:108). Whereas when tests are used, candidates should demonstrate through their performance in those tests whether or not they can perform the tasks which are attached to the post under consideration (Lyons 1971:58). However tests do not guarantee successful work performance of a candidate after appointment (see section 2.2.5.2).

3.7.4 Comparison of the use of application forms and interviews in the selection of candidates

The explanation given in section 3.7.3 indicated that the contribution of application forms and interviews in the selection of candidates is mainly focused on different aspects of the selection process. Application forms mainly focus on the initial phase while interviews focus on the final phases of the selection process.

Application forms serve as a basis for the utilisation of interviews in the selection of candidates (see section 3.7.3).

For instance an interview can be used to confirm or refute the impression created by the information in the application form (Beach 1985:142). When application forms are used to supply the information required in the selection of candidates, there may be some gaps in the information which remain unfilled since even a well-designed application form may not be capable of providing all the necessary information (Plumbley 1985:114). The interview can then help by providing additional information which will close those gaps (Torrington & Hall 1995:235). Furthermore an interview provides an opportunity for the interviewers to assess the candidate's relevant enthusiasm and intelligence (Andrews 1988:115).

3.8 Summary

Application forms, letters of application, *curricula vitae*, tests, and interviews are instruments which can be used in the recruitment and selection of candidates. Although each type of the aforementioned instruments can be unique, common aspects can be identified. This has already been indicated by the fact that:

- (a) Firstly, in application forms items requiring details relating to the vacant post, applicant's biographical data, qualifications, work experience, health condition as well as declaration are common to most application forms.
- (b) Secondly, in letters of application the names and addresses of the applicants, dates, names and addresses of recipients as well as bodies of

information and conclusions can be identified as common aspects.

- (c) Thirdly, in *curricula vitae* personal details, educational qualifications, work history, names of referees and personal interests can be identified as common aspects.
- (d) Fourthly, selection tests which are intelligence, aptitude, performance and personality tests have been classified on the basis of facets of human behaviour they are designed to measure.
- (e) Fifthly, interviews can be classified into structured, semi-structured and unstructured interviews on the basis of preparation of questions used or to be used in an interview.

When application forms are compared to letters of application and *curricula vitae*, they are more specific with regard to the required information and are designed in such a way that they take the needs of the selection process into account. Furthermore, application forms collect and provide information upon which tests and interviews can be based.

CHAPTER 4

FUNCTIONS AND PROBLEMS OF APPLICATION FORMS IN THE RECRUITMENT AND SELECTION OF CANDIDATES

4.1 Introduction

The explanation given in the previous chapter indicated that recruitment and selection of candidates can be done through the use of application forms, letters of application, *curricula vitae*, tests and interviews. However, each of the aforementioned instruments has its own functions and problems in the recruitment and selection of candidates.

In this chapter a descriptive approach will be used to discuss functions and problems of application forms in the recruitment and selection of candidates. Firstly, the discussion will focus on the functions of the application form in the recruitment and selection of candidates in public service employment in order to portray the extent and the value of application forms in this regard. In this section various functions of application forms which include those in which the application form serve as an instrument of gathering information, guiding applicants, linking the recruitment process and the selection process, initiating the selection process, rejecting unsuitable candidates, short-listing of candidates, comparing competing candidates, and as a basis for

tests and interviews will be discussed.

Secondly, the discussion will focus on certain problems which may be encountered in the use of application forms in the recruitment and selection of candidates. In this section problems which include those which can be experienced as a result of limited recruitment period and, inadequacy and inaccuracy of information supplied in the application form will be discussed. Thirdly, the discussion will focus on factors which can cause institutions to ignore the use of application forms in order to find out what can be the causes of that scenario. In this section the effect of factors which include the recruitment procedure, differences in post requirements and the scope of recruitment in causing some institutions to ignore the use of application forms in the recruitment and selection of candidates will be discussed. Lastly, the discussion will focus on ways and means by which the use of application forms can be improved in public service employment.

4.2 Functions of the application form in the recruitment and selection of candidates in public service employment

Application forms can participate in the recruitment and selection of candidates in public service employment in various ways. For instance, they can be used to perform various functions which include the following:

- (a) Collecting information about candidates (Werther

& Davis 1981:139).

- (b) Supplying guidelines to applicants regarding the required information.
- (c) Finalising the recruitment process (Stahl 1983:101).
- (d) Linking the recruitment process with the selection process.
- (e) Initiating the selection process.
- (f) Rejecting candidates who do not meet the prescribed requirements (Cloete 1993:115).
- (g) Short-listing of candidates (Goodworth 1979:128).
- (h) Identification of exceptional information.
- (i) Assessing job related capabilities of candidates (Novit 1979:76).
- (j) Assessing the candidate's ability to respond properly to questions.
- (k) Assessing the candidate's relevant qualifications and experience.
- (l) Comparison of competing candidates (Goodworth 1979:16).
- (m) Prediction of job success.
- (n) Creating a basis for tests and interviews (Jucius 1975:128).

For more details in this regard, the aforementioned functions will be discussed in the following sub-sections.

4.2.1 Collecting information about candidates

One of the functions of application forms is to collect and provide the necessary pre-employment information about candidates (Meyer & Donaho 1979:57). This is a necessary function for the selection of candidates since the selectors should base their selection decisions on the relevant information. The use of the same type of application forms in order to apply for a particular post make the application form an instrument through which uniformity with regard to the collection of information can be attained (Werther & Davis 1981:139).

The information collected through application forms should enable the selector to ultimately select the most suitable candidate for the post (Cloete 1993:115). For this purpose application forms collect information about personal details, qualifications, work experience and references of the applicant (Jucius 1975:128).

In order to ensure that in public service employment the candidate who is ultimately appointed complies with the prescribed requirements, certain information about personal details, qualifications, work experience and health condition of candidates must be taken into consideration during the selection process. For instance regulations 2(1) and 7 of Part I of chapter B.III of the Public Service Staff Code (Public Service Staff Code, 1994) respectively require that candidates for posts in the public service must comply with specific language and age

requirements. Stipulations of these regulations are as follows:

- "2(1) To be employed in any capacity in the Public Service, it is a requirement that a candidate's language proficiency must be such that he/she will be able to perform satisfactorily within a specific environment and with due regard to the duties attaching to the post."
- "7(1) No person who has not yet reached the age of 15 years may be appointed unless he/she holds a recognised matriculation certificate or a certificate equivalent to or higher than the said certificate."
- "7(2) No candidate who has already reached the age of 65 years may be considered for permanent appointment in the Public Service." (South Africa 1994.)

The aforementioned regulations are additional to the provisions of section 10(1) and 11(1)(b) of chapter IV of the Public Service Act, 1994 (No. 103 of 1994) which respectively stipulate that:

- "10(1) No person shall be appointed permanently or be transferred and appointed permanently under section 15(1), whether on probation or not, to any post in the A or B division unless he or she-
- (a) is a South African citizen;
 - (b) is of good character; and

(c) in so far as his or her condition of health is concerned, complies with such requirements as may be directed by the Commission under section 3(4)(b)."

"11(1)(b) Only the qualifications, level of training, merit, efficiency and suitability of the persons who qualify for the appointment, promotion or transfer in question, and such conditions as may be determined or prescribed or as may be directed or recommended by the Commission for the making of the appointment or the filling of the post, shall be taken into account." (South Africa 1994.)

Therefore the application form Z83 and Z27 currently being used in public service employment is structured in such a way that it contributes to the collection and provision of information relating to these requirements.

The information supplied by the applicant in the application form should be used to predict performance in the post (Meyer & Donaho 1979:57). For instance the information relating to applicant's age, education and work experience can be used to predict the applicant's performance in the post since studies have revealed that there is a correlation between these factors and desirable employee behaviour (Schneier & Beatty 1978:245). On the basis of these predictions candidates who are likely to perform successfully are selected while those who are unlikely to perform

successfully are rejected.

4.2.2 Guidelines to applicants regarding the required information

Application forms are used in the recruitment and selection of candidates, among other reasons, to ask pertinent questions and elicit relevant information from applicants in order to facilitate the selection process (Plumbly 1985:108). The questions that are asked to applicants and the directions (in the form of notes or instructions) which should be followed by the applicant when supplying information in the application form, also help the applicant to indicate the specific type of information required. Therefore the questions and directions in the application form serve as guidelines relating to, what and how information should be supplied by the applicant.

All official copies of the application form Z83 and Z27 currently being used in public service employment have the same questions and directions in the same format. For example in all official copies of the Z83 part of the form there is a note which informs the applicant that he or she must complete the form in ink in his or her own handwriting and provide the required particulars on a separate sheet if the space provided is not sufficient. This is a factor that make these application forms to be instruments through which the required information about candidates can be collected upon a uniform basis.

4.2.3 Finalisation of the recruitment process

Recruitment is undertaken in order to attract candidates that are sufficient to the extent of enabling the selecting official or officials to select a suitable candidate for the post (Stone & Kendall 1956:131). Therefore one of the objectives of recruitment is to make candidates available (Stone & Kendall 1956:19). This is an objective which can only be attained by an institution through getting applications since any person who is willing to be considered for a post will indicate that by making an application. When the applications have been received and the closing date for their submission has passed, recruitment is terminated (Stahl 1983:101).

In terms of sub-regulation BI.I of chapter B of the Government Notice, 1994 (No. R.1091 of 1994) any person who is willing to be considered for an appointment to a post in the public service should apply by using the prescribed application form (South Africa 1994). Therefore in the public service the receipt of completed application forms and the closing date for their submission marks the end of the recruitment process.

4.2.4 Linking of the recruitment process with the selection process

Completed application forms which, as indicated in the previous paragraph, are the end result of the recruitment process, serve

as a basis upon which the selection process can be laid since they contain information which can be used as a point of departure in the selection process (Werther & Davis 1981:143). The selection process includes the screening of applications with the purpose of rejecting those which clearly indicate unsuitability of candidates and selecting applications who comply with the prescribed requirements (Cloete 1993:115). This process can commence when application forms have been received and the closing date for their submission has passed. The early rejection of unsuitable candidates and the selection of promising candidates thus is done on the basis of the information supplied by applicants in the application forms (Werther & Davis 1981:150).

Therefore since the same application forms which have been used to collect the required information from various applicants during the recruitment process are also used in the screening of applications, application forms link the recruitment process with the selection process.

4.2.5 Initiation of the selection process

The objective of the selection process is to eliminate unsuitable candidates into the competition for the post or posts until a suitable candidate or candidates remain (Beach 1985:137). Screening of application forms is a phase of the selection process in which the elimination of unsuitable candidates actually begins (Cloete 1993:115). This is a phase in which the

selecting official or officials try to find out whether or not application forms comply with the prescribed requirements in order to reject or place the candidates in a short-list for further consideration according to their findings (Andrews 1988:109). Therefore the actual selection of candidates begins at this stage.

4.2.6 Rejecting candidates who do not meet the prescribed requirements

For selection purposes it is necessary to find out whether or not: (a) required data in the application form is complete; (b) legal requirements for legibility are met; and (c) the minimum entrance qualifications are met (Stahl 1983:102).

On the basis of these findings candidates may be rejected (Cloete 1993:115). In the public service this exercise enables application forms to contribute in the selection process by making it to adhere to the provisions of sub-regulation (6)(a) of Part V of chapter B.II of the Public Service Staff Code (Public Service Staff Code, 1994) with regard to the screening of applications. These provisions stipulate that: In the screening of applications:

"(6)(a)(i) The application documents are screened to determine whether they were completed correctly. Application forms of all the candidates should be scrutinised and the information furnished on the

application form (Z.83) checked against the documents in respect of date of birth, citizenship, health, character, educational qualifications and experience submitted in accordance with the provisions of Chapter B.III."

"(6)(a)(ii) The individual applications are compared with the advertised requirements for the specific post."

"(6)(a)(iii) Candidates who do not comply with the advertised requirements may, at this stage, be eliminated with noting of reasons." (South Africa 1994.)

Rejecting candidates who do not meet the prescribed requirements on the basis of information given in the application form before such candidates are invited for a test and/or an interview can save time and money for both the recruiting institution and the candidate (Peterson & Tracy 1979: 116). For instance if a candidate is attending an interview, transport and accommodation expenses may be incurred. In the public service such expenses may be paid by the recruiting institution in terms of regulation 2(2) of Part XII of chapter D of the Public Service Staff Code (Public Service Staff Code, 1994). In addition to that, officials and candidates will have to devote valuable time to arrange for and conduct an interview. Should an interview however, be granted to a candidate who clearly do not meet the prescribed requirements and such a candidate's application is rejected after the interview is conducted, it could be regarded as an exercise where the time of both the officials and the candidate was wasted. Therefore expenses of this nature for candidates who are clearly

unsuitable on the basis of information given in the application form, can be avoided by rejecting such candidates beforehand.

4.2.7 Short-listing of candidates

When many application forms have been received, it is necessary to compile a short list of candidates who should be further considered for appointment in the vacant posts (Goodworth 1979:115). The purpose of this exercise is to save time and money which can be wasted by the application of tests and interviews to candidates who are clearly unsuitable (Cloete 1993:115). It is in the process of short-listing where applications are classified into: 'Possibles' (those who indicate greater suitability); 'Doubtfuls' (those who exhibit a margin of suitability); 'Rejected' (those who are clearly unsuitable) (Smith & Robertson 1986:87). The applications who fall in the 'Rejected' category are eliminated from the selection process immediately (Plumbley 1985:112). The purpose of this exercise is to remain with a short-list of applications in the 'Possibles' category (Smith & Robertson 1986:87).

If the number of candidates in the short-list is below expectations or requirements, the applications in the 'Doubtfuls' category are reconsidered with the use of less strict measures in order to add to the 'Possibles' category (Smith & Robertson 1986:87). Ultimately the remaining applications in the 'Doubtfuls' category are eliminated, while candidates in the short-list are invited for a test and/or interview (Plumbley

1985:112).

In terms of sub-regulations (6)(b)(ii) and (iv) of Part V of chapter B.II of the Public Service Staff Code (Public Service Staff Code, 1994), during the selection of candidates in the public service, candidates whose applications when measured against post requirements indicate that they cannot compete with other candidates are eliminated (South Africa 1994).

The application form Z83 and Z27 currently being used in public service employment therefore contributes in the short-listing of candidates by providing information which is to be compared with the post requirements.

4.2.8 Identification of exceptional information

The application form can be used to find out whether or not exceptional information has been supplied by the applicant. For instance the work experience may indicate that the applicant has been moving from post to post in various institutions within a short period of time which may seem to be contradictory to what is normally expected.

On the basis of this information, the selecting official or officials can decide to either reject or include the application in a short-list for a test and/or an interview. If the latter is decided upon, explanations for the exceptional information which has been identified in the application form can be required in

the interview (Torrington & Hall 1995:235).

4.2.9 Assessing job related capabilities of candidates

The information supplied in the application form links job specification with the essential elements of selection (Novit 1979:76). For instance this information can be used to find out whether or not the candidates have individual capabilities such as skills and experience necessary for successful work performance. Studies have also shown that information about age, education and occupational experience of candidates can be used to select suitable candidates for certain posts (Schneier & Beatty 1978:245). For instance this information can respectively be used to find out whether or not a candidate complies with age, qualification and occupational experience requirements for a post.

4.2.10 Assessing the candidates ability to respond properly to questions

Application forms may be used to assess the candidate's ability to write, think and express his or her thoughts clearly (Sayles & Strauss 1977:178). For instance in terms of sub-regulations 2(1) of section A and 4(1) of section B of Part III of chapter B of the Public Service Staff Code (Public Service Staff Code, 1994) it is a requirement that the application form Z83 and Z27 must be completed by the applicant in his or her own handwriting (South Africa 1994). Therefore if this requirement has been

adhered to, the handwriting of the applicant will be reflected in the completed application form. Through the handwriting, his or her ability to write in a legible manner can then be assessed.

On the other hand, the information that should be given in the application form by the applicant, should be his or her response to the questions and/or instructions in the application form. Although the questions in the application form should be brief and concise (see section 3.2.2.4), applicant's responses to these questions can be used to find out whether or not a candidate can properly respond to them. For instance if all responses are relevant to the questions that are asked, it can be regarded as an indication of the applicant being able to respond properly to questions; whereas irrelevant responses can be an indication of being unable to respond properly to questions.

If the ability to write legibly and/or respond properly to questions is a factor that will affect work performance, the impression created by the handwriting and the responses in the application form can contribute towards the rejection or selection of the candidate.

4.2.11 Assessing the candidate's relevant qualifications and experience

Possession of certain educational qualifications implies the possession of certain job-related skills and abilities (Werther & Davis 1981:142). Therefore in order to enable the selectors to

identify and assess the candidate's educational qualifications which are relevant to the skills and abilities required in a particular post, application forms have an item which is used to collect and provide information about the qualifications of the applicant, for example item D of the Z83 part of the application form currently being used in public service employment.

The provisions of sub-regulation 6(2) of Part II of chapter B.III of the Public Service Staff Code (Public Service Staff Code, 1994) necessitate that when the selection of candidates is done, the relevance of qualifications of candidates to the post under consideration are to be taken into consideration. These provisions stipulate that:

"6(2) For appointment in certain occupational classes, formal educational qualifications which include specific subjects/courses are required. Certain educational institutions do not include these prescribed subjects/courses as part of their standard syllabuses. Candidates who have obtained such qualifications therefore do not qualify for appointment in these occupational classes. A candidate who obtains the prescribed subjects/courses in addition to the formal qualification, qualifies for appointment, provided that the qualification is considered appropriate for appointment in the relevant occupational class" (South Africa 1994).

In order to collect and provide some information about the work experience of a candidate, application forms have an item in which details in this regard should be supplied by the applicant (see section 3.2.1.7), for example item E of the Z83 part of the application form currently being used in public service employment. The information supplied in this item can be used to find out whether or not a candidate has got experience which is relevant and therefore necessary for the post under consideration. In terms of section G of Part III of chapter B.III of the Public Service Staff Code (Public Service Staff Code, 1994) although a candidate is required to furnish full particulars of all the experience he or she has gained since leaving school or after having acquired minimum qualifications required for appointment, only appropriate experience may be considered for appointment purposes (South Africa 1994).

The information relating to qualifications and experience in the application form can then be used to make selection decisions. For instance the qualifications and experience displayed by the application form and the impression they create when they are analysed, can serve as a basis upon which the decision to either reject or select the candidate is made.

4.2.12 Comparison of competing candidates

When application forms are used to apply for a particular post, the same format is used by various applicants to supply the required information since the same type of application forms are

used (see section 3.7.1). Comparison of information supplied by various applicants on a particular item will be easier than would be the case where information is not supplied according to the same format. In all official copies of the Z83 part of the application form currently being used in public service employment, item D for instance is indicated on the same page and requires information about the qualifications of the applicant to be supplied in exactly the same manner. It therefore becomes easier for the selector and requires less time to compare the information on qualifications of applicants supplied in the various application forms than would be the case if this information was not supplied in a uniform way.

4.2.13 Prediction of job success

A weighted application blank (see section 2.2.4.1) is an instrument or method which can be used to predict successful performance in a post (Peterson & Tracy 1979:119). It's basic premise is the fact that information on certain aspects of the application form can be used to predict whether or not candidates will be successful in certain positions (Schneier & Beatty 1978:245). These are aspects such as years of education and work experience.

In order to use the aforementioned aspects of an application form to predict successful performance in a specific post, the predictive power (ability to predict successful performance) of each aspect is determined. On the basis of that predictive power,

weights or scores are assigned to each possible answer of candidates relating to the aspect under consideration (Schneier & Beatty 1978:245). The scores that are gained by each candidate according to his or her responses to particular aspects in the application form, are then added in order to get a total score which will be used to reject candidates whose total score falls below a predetermined minimum score.

According to sub-regulation (cc)(vii) of Part V of Chapter B.II of the Public Service Staff Code (Public Service Staff Code, 1994) a method of allocating points can be used to compare candidates in the selection process in public service employment, especially when there is an indication that some candidates are more or less equally suitable (South Africa 1994). Under such circumstances the weighted application blank method can then be used to predict successful performance in a post in order to select the candidate who is most suitable among the competing candidates.

Although this method can contribute to a more effective selection of candidates, it should be kept in mind however, that there is no single aspect of an application form which can be a valid predictor for successful performance in all posts (Peterson & Tracy 1979:119). This may be due to the fact that the requirements of different posts differ and consequently the contribution of each aspect of the application form towards fulfilling these requirements may differ per post. For instance work experience which is relevant for predicting successful

performance in a particular post may be irrelevant for the same purpose in another post.

4.2.14 Basis for utilising tests and interviews

The information supplied by applicants in the application forms can be used to detect the necessity and to create a basis for the utilisation of tests and interviews (Jucius 1975:128). For instance if the screening of applications indicates that there are many candidates who meet the prescribed minimum requirements for a particular post, it becomes necessary to use tests and/or interviews in order to select the most suitable candidate for the post. The necessity of tests and/or interviews for this purpose is justified by the fact that a further investigation through them may contradict or support the findings which are based on the information in the application form (Beach 1985:142). The selecting official or officials should therefore first analyze the information supplied by applicants in the application forms in order to find out whether or not:

- (i) one or more candidates meet the prescribed minimum requirements; and/or
- (ii) more information which can be obtained through tests and/or interviews is necessary before an appointment can be made.

On the basis of their findings they can then decide whether or not to test and/or interview candidates.

The information supplied by a candidate in the application form also serve as a basis for questions in the interview (Sayles & Strauss 1977:178). An interviewer may feel that it is necessary to ask questions in order to get more clarity and/or an in-depth information with regard to particular information supplied in the application form. For example an explanation for gaps between various durations of employment and qualification completion dates which are indicated in the application form as well as more detail which will indicate the extent to which the applicant has got the required knowledge and skills may be required in the interview.

4.3 Problems encountered in the use of application forms in the recruitment and selection of candidates

Although the explanation given in the previous section indicates that the use of application forms can promote efficiency in the recruitment and selection of candidates, problems can also be encountered in this process. These problems can be exposed when considering the fact that:

- (a) A limited recruitment period can limit the number of applications;
- (b) inadequate information may be supplied in the application form;
- (c) inaccurate information may be supplied in the application form;
- (d) the supporting evidence required in the application form may be inadequate; and

- (e) the value of information supplied in the application form may be limited.

For further details the aforementioned problems will be discussed in the following paragraphs.

4.3.1 Limited recruitment period can limit the number of applications

In many cases post advertisements state the closing date for the receipt of applications since it is necessary that a vacant post must be filled at a particular date. This indicates that the recruitment period will be terminated on the closing date and is therefore limited.

When application forms are to be used in the application process, interested individuals will first have to get such forms before they can apply. This is an extra effort to that of making an application by filling in forms or writing a letter of application. This effort can also require from applicants, who are far from the sources of application forms, time and money to be spent on travelling or postage. Therefore this situation can discourage some prospective applicants especially when the closing date is in the near future. The ultimate result can then be the receipt of less number of applications than when this effort was not necessary. Consequently the scope of selection is limited.

4.3.2 Inadequate supply of information in the application form

For various reasons applicants may decide not to supply some of the required information. For instance Wilkes and Crosswait (1981:20) recommend that since questions relating to age and marital status can be used for discrimination, the applicant can decide not to answer them. Whereas Schneier and Beatty (1978:245) are of the opinion that responses to such questions can be useful in the selection of candidates since they can be used to predict future behaviour.

The spaces provided in the application form may not be sufficient for the responses of some applicants (Corfield 1994:41). Consequently the applicant may decide to trim the information or force it to fit in, in an illegible manner. An exercise which can breed problems of legibility to the selecting official or officials. For instance applicants with large handwriting may find it difficult to write legibly all subjects for the certificates, degrees and diplomas they have obtained in the space provided for this purpose in item D of the Z83 part of the application form currently being used in public service employment. This problem can also be attributed to the fact that degrees and diplomas as well as some certificates include many subjects in their curricula.

4.3.3 Inaccurate information may be supplied in the application form

The information supplied in the application form may not be accurate (Schneier & Beatty 1978:242). For instance some applicants may decide to take a risk of supplying false information because of the need to be appointed. For the same purpose an applicant can decide to supply vague information. For example in question 4 of item A of the Z83 part of the application form currently being used in public service employment which is asking the applicant 'when can he or she assume duty', the applicant can decide to respond by writing 'as soon as possible' instead of writing a date.

4.3.4 Required supporting evidence may be inadequate

According to item D of the Z83 part of the application form currently being used in public service employment, certified copies of certificates, diplomas and degrees obtained by applicants should be attached to the application form. In terms of regulation 6 of section A Part III of the Public Service Staff Code (Public Service Staff Code, 1994) copies of these documents should be certified by any senior personnel officer or an officer of equal or higher rank by whom staff matters are handled (South Africa 1994). As the making and certifying of the required copies of these documents are the responsibility of the applicants, it may be necessary for them to pay for photocopying and to devote

some of their time towards ensuring that the required copies of documents are certified. Hence, it may be difficult for some applicants to comply with the requirement of attaching certified copies of certificates to the application forms, especially those who have no easy access to the photocopying machines and officials who have the authority to certify copies of these documents.

Therefore a limited recruitment period, lack of photocopying services and limited access to the certifying officials can create problems for applicants for posts in the public service. For instance these factors can cause some applicants to decide to discontinue the application process or to submit application forms with uncertified copies of certificates or without the required copies of certificates especially when the closing date for the submission of applications is in the near future and submission has to be hastened. Consequently, this is a factor that can create problems for the selection of candidates since the required evidence to support the information supplied in the application form, may be inadequate due to the lack of certified copies of certificates.

4.3.5 Limited value of information supplied in the application forms

One of the functions of information supplied in the application form is to serve as a basis of predicting whether or not a candidate can successfully cope with post requirements if he or

she is appointed (Meyer & Donaho 1979:57). For this purpose the qualities associated with successful work performance by the institution are taken as a point of departure (Novit 1979:78). However the information contained in the application form is, in many instances, not sufficient for making a final selection decision (Plumbley 1985:114). For instance predictions relating to the applicant's suitability for the post which are based on information in the application form can be refuted by a further investigation through tests and/or interviews (see section 3.7.4). Hence it is very rare if it ever occurs that an appointment is made on the basis of information in the application form only (Andrews 1988:108).

It is possible that the problems referred to in the preceding paragraphs, could cause some institutions to ignore the use of application forms in the recruitment and selection of candidates. However, more specific reasons which could cause institutions not to use application forms could also be identified. These reasons will be described in the next section.

4.4 Factors which can cause institutions to ignore the use of application forms

As indicated in the previous section various factors can cause some institutions to ignore the use of application forms in the recruitment and selection of candidates. In this section more specific factors which can cause institutions not to use application forms will be discussed. These factors include the

recruitment procedure, differences in post requirements, scope of recruitment, legal requirements, and arrival of a letter of application or a *curriculum vitae* from a candidate at the last moment.

4.4.1 Recruitment procedure

For the sake of efficiency, the recruitment procedure should specify the instrument or instruments which may be used for the recruitment of candidates in an institution. For instance in sub-regulation (4) of section 5 of Part V of chapter B.II of the Public Service Staff Code (Public Service Staff Code, 1994) application forms, health questionnaires, *curricula vitae*, testimonials, records of work experience, training records, personnel assessment questionnaires and enquiries to previous employers/supervisors/references are specified as sources of information which are normally used to obtain information about candidates in the public service (South Africa 1994).

When instruments which may be used in the recruitment of candidates are specified in the procedures of the institution, the use of any other instrument could constitute a deviation from the recruitment procedure. Therefore if the recruitment procedure of an institution does not accommodate the use of application forms in the recruitment process, such forms cannot be used until the procedure is revised in order to accommodate their use.

4.4.2 Differences in post requirements

Post requirements differ according to various types of posts and/or various categories of posts (Plumbley 1985:109). For instance the requirements for the post of a personnel officer are different from those for the post of an electrician since the personnel officer will deal with personnel matters while the electrician will deal with matters relating to electricity. Consequently a question in the application form that requires information on number of years apprenticeship successfully completed is relevant only to the electrician. Therefore to use one type of application form for all categories and types of posts may be inefficient since it can contain questions that are irrelevant for some applicants (Plumbley 1985:109).

The application form should be designed to suit the requirements of a particular post, but since this can be an enormous task, institutions tend to have some versions of application forms in order to accommodate the different post requirements according to various categories of posts (Plumbley 1985:109). For example academic institutions such as the University of South Africa are using application forms designed for applicants of academic posts and others designed for applicants of non-academic posts (see section 2.2.4.1). On the other hand there are authors such as Stahl (1983:102) who are of the opinion that it is proper to use one type of application form in order to apply for all posts in an institution since this has been successfully tried in many

institutions.

When considering the demands associated with designing application forms that will suit the requirements of each post in an institution, some institutions can decide to ignore the use of application forms. This can lead to the utilisation of other instruments such as letters of application and *curricula vitae* in the recruitment and selection process.

4.4.3 Scope of recruitment

The area to be covered by the recruitment process and the extent to which the recruiting institution is decentralised can have an influence on whether or not the use of application forms in the recruitment and selection of candidates will be proper. For instance the delivery of application forms from a centralised institution which is recruiting nationally and internationally to applicants who are far from the institution and backwards may delay such application forms to the extent where they arrive after the closing date for the submission and receipt of applications in the recruiting institution. The delivery of application forms from the institution to applicants is necessitated by the fact that prospective applicants should first get application forms before they can apply (see section 4.3.1).

Therefore the institution should make a provision for prospective applicants who are far from it to be able to request, get and submit application forms between the date of advertising the post

and the closing date for the submission of applications. Such provision may include the requesting of other institutions to assist in the distribution of application forms to prospective applicants and/or giving more time to enable applicants to request, get and submit application forms through correspondence. Therefore, after considering the aforementioned state of affairs some institutions may decide not to use application forms.

4.4.4 Legal requirements

For various reasons such as changes in legal requirements, it may be necessary to update application forms. For instance the implementation of the provisions of chapter 3 section 8(2) of the Constitution of the Republic of South Africa, 1993 (No. 200 of 1993) and the provisions of chapter IV section 11(1) of the Public Service Act, 1994 (No. 103 of 1994) led to the elimination of questions relating to population group, ethnic group and black languages in the Z83 part of the application form previously used in public service employment (see section 3.2.2.1).

Similar changes to the application forms used by the institutions in the private sector can be based on the provisions of section 2(1)(a) of schedule 7 of the Labour Relations Act, 1995 (No. 66 of 1995). These provisions stipulate that:

" For the purpose of this item, an unfair labour practice means any unfair act or omission that arises between an employer and an employee, involving: the unfair discrimination, either directly or indirectly, against an

employee on any arbitrary ground, including, but not limited to race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, political opinion, culture, language, marital status or family responsibility" (South Africa 1995).

In terms of section 2(2)(a) of schedule 7 of the Labour Relations Act, 1995 (No. 66 of 1995) 'employee' in the aforementioned provisions includes an applicant for employment (South Africa 1995).

An associate director of Deloitte & Touch Executive Placements is of the opinion that the employment of 'criteria based interviewing' technique rather than the use of application forms in their institution affords them a high degree of protection in terms of eliminating any discrimination in terms of the Labour Relations Act, 1995 (No. 66 of 1995) (Mitchell 1996).

On the other hand, according to an associate director of the Vaal Triangle Technikon about 120 appointments for academic and non-academic staff were made between 15 February 1996 and 13 June 1996 without using application forms in the process of employment in their institution. The reason for this is attributed to the fact that the use of *curricula vitae* rather than application forms provides protection against allegations of discrimination which can be levelled on the basis of information requested and supplied in the application forms in terms of the Labour

Relations Act, 1995 (No. 66 of 1995). The protection offered by the use of *curricula vitae* in this regard is based on the fact that the recruiting institution does not specifically require information relating to race, gender, sex, ethnic or social origin, marital status and family responsibility, although it can be offered by the applicant. (Jovner 1996.)

Therefore when some institutions are taking the aforementioned legal requirements into account it is possible that they may decide to update or discontinue the use of application forms.

4.4.5 Arrival of a letter of application or a curriculum vitae from a candidate at the last moment

The information conveyed by post advertisements does not reach all prospective applicants at the same time, in some cases it is received very late. For various reasons such as access to the medium in which the advertisement is placed and the advert's ability to catch one's attention, some prospective applicants may be aware of the existence of a vacancy which requires application forms to be used when the closing date is in the near future. Under such circumstances an applicant, although aware of the requirement that applications should be done through an application form, may decide to use an instrument such as a letter of application or a *curriculum vitae* to apply for the post rather than to let the opportunity of being appointed pass without making an attempt.

The extent to which the institution clings to its procedures will determine what will happen to that letter of application or *curriculum vitae* when it is received. For instance it may be rejected because it does not comply with the requirements since the required application instrument has not been used or it may be given attention when it is realised that it is too late for the application forms to be sent to the applicant. If an application of this nature is considered in a manner which is similar to other applications, that can be an indication of an institution deciding to ignore the use of application forms in that particular instance.

4.5 Improvement of the use of application forms in public service employment

The use of application forms in public service employment can be improved by enabling them to play a greater facilitating role than the one currently being played by the application form Z83 and Z27 currently being used in public service employment. This can be done by, among other ways, trying to ensure that:

- (a) The colour of ink used to complete application forms is suitable for photocopying;
- (b) the use of application forms facilitate communication between applicants and the recruiting institution;
- (c) application forms require specific information which can be easily supplied by prospective applicants;
- (d) application forms are easily available to

- prospective applicants;
- (e) assistance for completing application forms is available; and
 - (f) means to eliminate postal delays in the delivery of application forms are designed.

For more details in this regard the aforementioned ways by which the use of application forms can be improved in public service employment will be discussed in the following paragraphs.

4.5.1 Colour of ink used to complete application forms should be suitable for photocopying

The colour of ink used to complete application forms should be suitable for photocopying since it may be necessary to make copies of application forms. For instance if the information in the application form is to serve as a basis of an interview which is to be conducted by an interview committee, it may be necessary for each interviewer to have a copy of the candidate's application form during the process of the interview. This may be necessary since there can be a need for an interviewer to refer to that information while the interview is in progress. According to Judith (1994:95) black ink should be used to complete application forms since it is suitable for photocopying. Therefore the application form Z83 and Z27 currently being used in public service employment can be improved by requiring that it must be completed in black ink in order to make it suitable for photocopying.

4.5.2 Use of application forms should facilitate communication between applicants and the recruiting institution

The use of application forms in the recruitment and selection of candidates can facilitate communication between the applicant and the recruiting institution in various ways. For instance the information supplied by the applicant in the application form can be used by the recruiting institution to communicate with the applicant in order to inform him or her about the results of the application and/or to invite him or her for an interview. However, the use of application forms in this regard can be improved by enabling it to present its contents in the language used at the workplace especially when application forms are to be used for posts where proficiency in that language will affect the candidate's ability to perform the required duties. In that way the application forms in public service employment can contribute in the selection process by taking into account the provisions of sub-regulation 2(1) of Part I of chapter B.III of the Public Service Staff Code (Public Service Staff Code, 1994) which state that:

"To be employed in any capacity in the Public Service, it is a requirement that a candidate's language proficiency must be such that he/she will be able to perform satisfactorily within a specific environment and with due regard to the duties attaching to the post" (South Africa 1994).

However in terms of sub-regulation (8)(a) of Part IV of chapter B.II of the Public Service Staff Code (Public Service Staff Code, 1994) the use of such language must not have the effect of excluding potential candidates who would be capable of performing the duties attached to the post (South Africa 1994).

The use of the language used at the workplace in application forms can encourage prospective applicants who understand the language to apply while also discouraging those who do not understand the language from applying. In this way the application forms can serve to eliminate applicants who do not qualify on the basis of their language skills from competing while attracting those who qualify on the same basis.

4.5.3 Application forms should require specific information which can be easily supplied by applicants

Application forms should require specific information which can be easily supplied by applicants. The reason for this is that applicants who experience difficulties in getting the precise information which should be supplied in the application forms, can decide not to supply that information or to supply vague information. For instance if an applicant does not know the answer to the question 'when can you assume duty', fear of not being appointed if he or she gives an honest answer can easily make the applicant to decide not to respond or to supply vague information for example by writing as soon as possible.

Some applicants can experience difficulties when they are asked when they can assume duty, since a specific answer for that question can, among other things, depend on the results of the application. For instance an applicant who is currently employed in another institution may be required to give a notice of termination of service and serve the period of notice in that institution before he or she can leave for a post in another institution. Therefore that applicant will first need to know that he or she has been appointed before giving the current employer a notice of termination of service. Consequently that applicant can only give a specific answer to the aforementioned question if he or she knows when the appointment is going to be made since it is necessary for him or her to know that he or she has been appointed before he or she can give notice of termination of service to the current employer.

However, information relating to when a candidate can assume duty, which is also required in item A of the Z83 part of the application form currently being used in public service employment, can be required in a more specific and simple manner. For instance a candidate can be asked:

Can you assume duty immediately after
appointment?

If no, state the required period between actual
appointment and assumption of duty.

4.5.4 Application forms should be easily available to prospective applicants

Application forms should be easily available to prospective applicants because if they are expected to request application forms through correspondence before making applications they can lose interest (Cloete 1993:114). In order to save time and travelling costs for applicants, application forms should be available at all public institutions and other institutions which prospective applicants are likely to visit regularly (Cloete 1994:178). For instance application forms should be made available in public libraries, post offices and schools.

4.5.5 Assistance for completing application forms should be available

Some applicants may require assistance when they are completing the application form Z83 and Z27 currently being used in public service employment. For instance when the applicant does not have the required information he or she may not know whether it is proper to leave the corresponding space blank or to indicate that the required information is not available. Under such circumstances assistance may be required. To include a note or instruction in the application form that informs the applicant to write 'not available' when the required information is not available may help applicants to overcome this problem. However, that assistance may in some instances be insufficient, for example an applicant who lost his or her certificate may need

assistance with respect to the type of information to be provided while the process of getting a duplicate is still in progress.

Item D of the Z83 part of the application form currently being used in public service employment requires that certified copies of certificates must be attached to the application forms. In terms of regulation 6 of Part III section A of chapter B.III of the Public Service Staff Code (Public Service Staff Code, 1994) these copies may be certified by any Senior Personnel Officer or an officer of an equal or higher rank by whom staff matters are handled (South Africa 1994).

Applicants are therefore expected to make photocopies of these certificates and attach them to completed application forms. Consequently they will have to use photocopying machines and staplers in order to make and attach the required copies of certificates. Therefore the use of application forms can have a greater influence in the recruitment of candidates if the photocopying services and staplers are easily available at public institutions to applicants for this purpose.

**4.5.6 Designation of means to eliminate postal delays
which may affect the submission of application forms**

Since applications should be submitted on or before the closing date in order to be considered for appointment of candidates, anything that may delay their submission should be avoided. This can contribute in the employment process by trying to ensure that

the institution does not lose suitable candidates because their applications have reached their destinations after the closing date for the submission of applications. Postal delays can be avoided if applicants are encouraged and allowed to deliver applications personally or through the use of fax machines and/or computers. For more details in this regard the aforementioned means by which postal delays can be avoided will be explained in the following paragraphs.

4.5.6.1 Personal delivery of application forms

Applicants who can easily reach the institution to which the application forms should be submitted, should be encouraged to deliver their applications personally. This can be done by including the street address and the office number to which the applications should be submitted in the post advertisement.

4.5.6.2 Use of fax machines in the submission of application forms

In order to overcome postal delays, applicants who cannot deliver their application forms personally to their destinations should be encouraged to submit them through the use of fax machines. This can be encouraged by indicating in the post advertisement that candidates can fax their application forms to a specific institution using a given fax number.

However, since the use of fax machines can be expensive and

therefore not be affordable to some applicants, public institutions can be used to assist in this process for posts in the public service. For instance completed application forms can be submitted by applicants to any nearest public institution which will fax them to their final destinations on behalf of the individual applicants.

4.5.6.3 Use of computers in the processing of information supplied by applicants in the application forms

According to Hanekom, Rowland and Bain (1993:198) computer technology can provide an opportunity of decentralising the activities of public institutions since it provides a flexible and swift means of communicating information.

Therefore computers can be used to process information supplied by applicants in application forms from various public institutions to a particular public institution. For instance applicants can be told to submit their application forms to their nearest public institution which will be charged with the responsibility of processing the information in those forms through computer network to its final destinations. In that way the effect of postal delays in the submission of application forms can be avoided.

4.6 Summary

Application forms perform various functions in the recruitment and selection of candidates in public service employment. For instance they are used to:

- (a) Collect the necessary information about candidates;
- (b) supply guidelines to applicants regarding the required information;
- (c) finalise the recruitment process;
- (d) link the recruitment process with the selection process;
- (e) initiate the selection process;
- (f) reject candidates who do not meet the prescribed requirements;
- (g) short-list candidates;
- (h) identify exceptional information;
- (i) assess job related capabilities of candidates;
- (j) assess the candidate's ability to respond properly to questions;
- (k) assess the candidate's relevant qualifications and experience;
- (l) compare competing candidates;
- (m) predict job success; and
- (n) create a basis for tests and interviews.

However, the use of application forms in the recruitment and selection of candidates can breed problems, for instance:

- (a) The effort of getting application forms may discourage some prospective applicants and consequently limit the scope of selection;
- (b) inadequate and/or inaccurate information may be supplied in the application form;
- (c) the required supporting evidence may be inadequate; and
- (d) the value of information supplied in the application form may be limited for selection purposes.

Various factors which include the problems experienced when application forms are used in the recruitment and selection of candidates can cause some institutions to decide not to use application forms. However, more specific factors which can cause that decision include:

- (a) A lack of provision for the use of application forms in the recruitment procedure;
- (b) differences in post requirements which require that many types of application forms should be used;
- (c) delays that may occur in the delivery of application forms when a centralised institution is recruiting over a wide area;
- (d) the effect of changes in legal requirements; and
- (e) letters of application or curricula vitae which are sent by applicants at the last moment before the closing date for the submission of

applications.

In public service employment the use of application forms can be improved by trying to ensure that:

- (a) The colour of ink used to complete application forms is suitable for photocopying;
- (b) the use of application forms facilitate communication between applicants and the recruiting institution;
- (c) application forms require specific information which can be supplied by prospective applicants;
- (d) application forms are easily available;
- (e) assistance for completing application forms is available; and
- (f) means to eliminate postal delays in the delivery of application forms are devised and implemented.

CHAPTER 5

SUMMARY: AN INVESTIGATION INTO THE ROLE OF THE APPLICATION FORM IN THE RECRUITMENT AND SELECTION OF CANDIDATES IN PUBLIC SERVICE EMPLOYMENT IN SOUTH AFRICA

5.1 Introduction

In this study the role of application forms in the recruitment and selection of candidates in the South African public service was investigated. This has been instigated by the consideration of a perception which can emanate from:

- (i) The common use of application forms;
- (ii) the use of *curricula vitae* at the exclusion of application forms in the employment process; and
- (iii) the view that costs that flow from the designing, distribution and collection of application forms can be saved if letters of application and/or *curricula vitae* are used instead of application forms in public service employment.

This study has been conducted by mainly focusing on the exposition of the place of application forms in public service

employment, instruments used in the recruitment and selection of candidates, and the functions and problems of application forms in the recruitment and selection of candidates. A summary of this study is given in the following paragraphs.

5.2 Summary

Chapter 2 deals with the exposition of the place of application forms in public service employment.

Public service employment is a component of the personnel provision function in public personnel administration. The sub-functions constituting personnel provision function are the creation of posts, recruitment, selection, placement, probation, promotion and transfer. Public service employment excludes promotion and transfer from the aforementioned sub-functions since they can only be applicable to people who are already employed. Therefore public service employment is a process which is manifested through the creation of posts, recruitment, selection, placement and probation.

When posts are created, pertinent information relating to their nature is obtained through observation and study in order to determine the activities and/or combination of activities that are necessary and within the capabilities of normal prospective incumbents as well as the skills, abilities and knowledge that must be possessed by prospective incumbents. Posts are then classified horizontally and vertically in relation to each other

according to their nature and complexity.

Recruitment, which is a process of attracting applicants that are sufficient to the extent of enabling the selector to differentiate between suitable and unsuitable applicants per vacancy, is then undertaken in order to fill vacant posts. In the public service internal recruitment occurs when the vacant posts are to be filled by candidates from amongst its employees, while external recruitment occurs when vacant posts are to be filled by candidates from outside the public service. In order to facilitate the recruitment process the recruitment method used should specify the application procedure. For instance if the application forms are to be used, that must be specified.

The application form Z83 and Z27 is used to make applications for posts in the South African public service. Application forms are designed to suite the needs of the selection process which differ according to posts and institutions, consequently their designs differ. In the public service the application forms which are used by applicants, selectors and personnel officers are issued and received by public institutions.

When the applications have been received the selection of the most suitable candidate out of competing candidates can begin. The selection process involves the assessment of applications and the use of tests, interviews and medical examinations. The selected candidate is then placed in a post for a probation period, which is a period in which his or her suitability for the

post is further determined. At the end of the probation period the candidate can be permanently appointed by an official with the necessary authority.

Chapter 3 deals with application forms, letters of application, *curricula vitae*, tests and interviews as instruments used in the recruitment and selection of candidates.

In addition to the information that identifies each application form and the instructions carried by application forms, most application forms have items relating to details of the vacant post, biographical data, qualifications of the applicant, details of the current conditions of service, work experience, applicant's health condition, declaration by the applicant and provision for official use. In order to contribute meaningfully and economically in the selection of candidates, application forms should be legal; legible and neat; have relevant, brief and concise questions; have sufficient provision for responses; and be suitable for handling and filing.

Although formats of letters of application vary, the name and address of the applicant, date, name and address of the recipient, body of information, and the conclusion of the letter are their common components. Letters of application should contain clear, concise, complete, correct, coherent and grammatically correct information as well as information which is relevant to advertisements upon which they are based since these factors can contribute towards impressing the selector.

Two types of *curricula vitae* or resume which are the chronological type and the functional type can be identified. Most *curricula vitae* have sections containing information relating to personal details, educational qualifications, work history, names of referees, personal interests, and any other relevant information.

The types of tests which can be used in the selection of candidates can be classified on the basis of specific facets of human behaviour they are designed to measure into intelligence tests, aptitude tests, performance tests and personality tests. In order to have a meaningful contribution in the selection of candidates, tests should be objective, reliable and valid.

Interviews can be classified on the basis of the preparation of questions to be used. In a structured interview all questions are prepared in advance, in a semi-structured interview some questions are prepared in advance while in an unstructured interview very little or no questions are prepared in advance.

When the use of application forms is compared to the use of letters of application in the recruitment and selection of candidates, the process of short-listing applications and the comparison of competing candidates becomes easier when the application forms are used than would be the case if letters of application were used since in the application forms the information is provided in the same format. Furthermore when the application forms are designed, the needs of the selection

process are taken into account and paper of the same size and quality is used. These factors may not apply when the letters of application are written. On the other hand, although the use of application forms provides to the candidate an opportunity of presenting all the required information, it denies the selectors an opportunity of assessing the candidate's ability to present information while, a letter of application provides that opportunity.

When the use of application forms is compared to the use of *curricula vitae* in the recruitment and selection of candidates, short-listing of applications and comparison of competing candidates becomes easier when application forms are used than would be the case if *curricula vitae* were used since in application forms the same format is used to provide information. On the other hand when *curricula vitae* are used the needs of the selection process may be taken into account to a less extent, if at all, than when application forms are used. Furthermore *curricula vitae* may need covering letters to show relevance to the posts they are used for, a situation which may not apply to application forms since they normally provide for details in this regard.

Application forms collect and provide information upon which a decision to subject a candidate to a test and/or interview in order to get more information relating to his or her suitability for the post can be based. Application forms, tests and interviews therefore focus on different phases of the selection

process.

The functions and problems of application forms in the recruitment and selection of candidates as well as the factors which can cause institutions to decide not to use application forms in the recruitment and selection of candidates, are discussed in chapter 4.

Application forms which are the focal point of this study, can contribute in the recruitment and selection of candidates when certain functions are performed. These functions include the following:

- (a) Collecting information about candidates.
- (b) Supplying guidelines with regard to the required information to applicants.
- (c) Finalising the recruitment process.
- (d) Linking the recruitment process with the selection process.
- (e) Initiating the selection process.
- (f) Rejecting candidates who do not meet the prescribed requirements.
- (g) Compiling a short-list of candidates.
- (h) Identifying exceptional information.
- (i) Assessing job related capabilities of candidates.
- (j) Assessing the candidate's ability to respond properly to questions.
- (k) Assessing the candidate's relevant qualifications and experience.

- (l) Comparing competing candidates.
- (m) Predicting successful performance in the post.
- (n) Conducting tests and interviews.

In spite of the aforementioned contribution, certain problems can be experienced when application forms are used in the recruitment and selection of candidates. These problems include the fact that:

- (a) The effort of getting application forms may discourage some prospective applicants from applying and consequently limit the scope of selection;
- (b) inadequate and/or inaccurate information may be supplied in the application form;
- (c) the evidence required to support the information in the application form may be inadequate; and
- (d) the value of information supplied in the application form may be limited for selection purposes.

Various factors which include the aforementioned problems can cause some institutions to decide not to use application forms, for instance:

- (a) A lack of provision for the use of application forms in the recruitment procedure;
- (b) differences in post requirements which require that many types of application forms should be used;
- (c) delays that may occur in the delivery of application forms when a centralised institution is recruiting over a wide area;

- (d) the effect of changes in legal requirements in the application forms; and
- (e) applicants who are sending letters of application or *curricula vitae* at the last moment before the closing date for the submission of applications.

5.3 Conclusion

When application forms are compared to letters of application and *curricula vitae*, they are more specific with regard to the required information whereas they also offer an opportunity of supplying all the required information to candidates. Furthermore application forms are designed in such way that they cater for the needs of the selection process to a greater extent than letters of application and *curricula vitae*.

The information supplied by applicants in the application forms can serve as a basis upon which tests and/or interviews can be based. On the other hand, tests and/or interviews can confirm or refute the selection decisions which are based on the information supplied by candidates in the application forms.

The use of application forms in the South African public service can be improved by ensuring that:

- (a) The colour of ink used to complete application forms is suitable for photocopying;
- (b) the use of application forms facilitate communication between applicants and the recruiting

institution;

- (c) application forms require specific information which can be easily supplied by prospective applicants;
- (d) application forms are easily available to prospective applicants;
- (e) assistance for completing application forms is available; and
- (f) means to eliminate postal delays in the delivery of application forms are devised and implemented.

BIBLIOGRAPHY

- Andrews, Y. 1988. *The personnel function*. Pretoria: HAUM Educational.
- Andrews, Y. 1992. Affirmative action: a suspected equaliser? *SAIPA Journal for Public Administration*, Volume 27 (No.1): 34 - 40
- Beach, D.S. 1985. *Personnel: the management of people at work*. 5th Edition. New York: Macmillan.
- Cloete, J.J.N. 1993. *Personnel administration and management*. 3rd Edition. Pretoria: Van Schaik.
- Cloete, J.J.N. 1994. *Public administration and management*. 8th Revised edition. Pretoria: Van Schaik.
- Corfield, R. 1994. *How you can get that job! Application forms and letters made easy*. London: British Library.
- Gerber, P.D. Nel, P.S. & Van Dyk, P.S. 1992. *Human resources management*. 2nd Edition. Pretoria: Southern.
- Goodworth, C.T. 1979. *Effective interviewing for employment selection*. London: Business books.
- Hanekom, S.X. Rowland, R.W. & Bain, E.G. 1993. *Key aspects of public administration*. Revised edition. Pretoria: Sigma press.
- Hays, S.W. & Reeves, T.Z. 1989. *Personnel management in the public sector*. Iowa: Brown.
- Jovner, B. 1996. *Personal interview*. 13 June, Vanderbijlpark.

Jucius, M.J. 1975. *Personnel management*. 8th Edition. London: Irwin - Dorsey international.

Judith, J.G. 1994. *How to apply for a job*. 2nd Edition. Plymouth: Plymbridge.

Klinger, D.E. & Nalbandian, J. 1985. *Public personnel management: contexts and strategies*. 2nd Edition. New Jersey: Prentice-Hall.

Koen, C.M. 1984. Application forms: keep them easy and legal. *Personnel Journal*. Volume 63: 26-29.

Kowen, M. 1995. *Write your own curriculum vitae*. 4th Edition. Grove City: Legal Personnel Selections.

Lyons, T. 1971. *The personnel function in a changing environment*. London: Pitman and Sons.

Mandell, M.M. 1964. *The selection process: choosing the right man for the job*. New York: American Management Association.

McDaniels, C. 1990. *Developing a professional vita or resume*. Revised edition. Maryland: Garret Park.

Meyer, J.L. & Donaho, M.W. 1979. *Get the right person for the job*. New Jersey: Prentice-Hall.

Miner, J.B. 1969. *Personnel and industrial relations : a management approach*. New York: Macmillan.

Mitchell, D. 1996. *Personal interview*. 4 June, Johannesburg.

Novit, M.S. 1979. *Essentials of personnel management*. London: Prentice-Hall.

- Peterson, R.B. & Tracy, L.T. 1979. *Systematic management of human resources*. London: Addison-Wesely.
- Plumbley, P.R. 1985. *Recruitment and selection*. 4th Edition. London: Institute of Management.
- Rickard, C. 1996. Prospective judges will have to disclose secrets. *Sunday Times*, 28 April:9.
- Sayles, L.R. & Strauss, G. 1977. *Managing human resources*. New Jersey: Englewood Cliffs.
- Schneier, C.E. & Beatty, R.W. 1978. *Personnel administration today: readings and commentary*. London: Addison-Wesley.
- Schuler, H. Farr, J.L. & Smith, M. 1993. *Personnel selection and assessment*. New Jersey: Lawrence.
- Shmerling, L. 1993. *Job applications: the winning edge*. South Melbourne: Macmillan.
- Smith, M. & Robertson, I.T. 1986. *The theory and practice of systematic staff selection*. Hong Kong: Macmillan.
- South Africa. 1993. *Constitution of the Republic of South Africa, 1993 (Act 200 of 1993)*. Pretoria: Government Printer.
- South Africa. 1994. *Government Notice NO. R.1091*. Pretoria: Government Printer.
- South Africa. 1995. *Labour Relations Act, 1995 (Act 66 of 1995)*. Pretoria: Government Printer.
- South Africa. 1994. *Public Service Act, 1994 (Act 103 of 1994)*. Pretoria: Government Printer.

South Africa. 1994. *Public Service Staff Code*. Pretoria: Office of the Public Service Commission.

South Africa. 1994. *White paper on Reconstruction and Development*. Pretoria: Government Printer.

Stahl, O.G. 1983. *Public personnel administration*. 8th Edition. New York: Harper & Row.

Stevens, P. 1987. *Win that job*. 5th Edition. Hong Kong: Permanent typesetting.

Stone, C.H. & Kendall, W.E. 1956. *Effective personnel selection procedures*. New York: McGraw-Hill.

Sunday Times, Business Times. 1996. 2 June: 22.

Torrington, D. & Hall, L. 1995. *Personnel management: HRM in action*. 3rd Edition. London: Prentice-Hall.

Webster. 1995. *The new international Webster's dictionary of the English language*. 1995 Edition. Florida: Trident press international.

Werther, W.B. & Davis K. 1981. *Personnel management and human resources*. New York: McGraw-Hill.

Wilkes, M. & Crosswait, C.B. 1981. *Personnel development: the dynamics of success*. New York: Harcourt Brace.

REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

AANSOEK OM BETREKking • APPLICATION FOR EMPLOYMENT

Let wel: Die applikant moet hierdie vorm in sy/haar eie handskrif met inks invul. Indien die spasie voorsien nie genoegsaam is nie, moet die gevraagde besonderhede op 'n aparte vel voorgelê word.

Please note: This form must be completed in ink by the applicant in his/her own handwriting. If the space provided is not sufficient, the required particulars must be submitted on a separate sheet.

A. WERK VERLANG • EMPLOYMENT DESIRED

1. Betrekking verlang Employment desired		2. Departement(e) in voorkeurorde Department(s) in order of preference	
<hr/> <hr/> <hr/>		<hr/> <hr/> <hr/>	
3. Verwysingsnommer (indien enige) Reference number (if any)	4. Wanneer kan u diens aanvaar? When can you assume duty?	5. Sentrum(s) waar aanstelling verkies word in voorkeurorde Centre(s) where appointment is preferred in order of preference	

B. PERSOONLIKE BESONDERHEDE • PERSONAL PARTICULARS

1. Van (asook nooiensvan indien van toepassing) (in blokletters) Surname (also maiden name if applicable) (in block letters)		3. Telefoonnommer Telephone number	4. Dui aan met 'n X in die toepaslike ruimtes Mark with an X in the appropriate spaces	
2. Voorname (in blokletters)/First names (in block letters)				
5. Geboortedatum Date of birth	6. Identiteitsnommer Identity number			
7. Permanente posadres/Permanent postal address				
8. Is u 'n Suid-Afrikaanse burger? Are you a South African citizen?		9. Indien nie, meld nasionaliteit If not, state nationality		
10. Het u 'n liggaamlike en/of geestelike gebrek? (Indien wel, beskryf) Have you any physical and/or mental defect or disease? (If so, describe)				
11. Getal en ouderdomme van afhanklike kinders Number and ages of dependant children				
12. Is u al ooit skuldig bevind aan 'n kriminele oortreding of ontslaan uit diens? Have you ever been convicted of a criminal offence or been dismissed from employment? Indien wel, meld besonderhede op aparte vel If so, furnish particulars on separate sheet			Vir amptelike gebruik For official use (Sertifisering van geboortebesonderhede, ens.) (Certifying of particulars of birth, etc.)	
13. Ingeval u 'n profesie of beroep beoefen wat Staats- of amptelike registrasie vereis, meld datum en besonderhede van registrasie If your profession or occupation requires State or official registration, state date and particulars of registration				
14. Amptelike taal waarin u u korrespondensie verkies Official language in which you prefer your correspondence				

(i) Manlik
Male(ii) Vroulik
Female(iii) Getroud
Married(iv) Ongetroud
Single(v) Geskei
Divorced(vi) Wewenaar
Widower(vii) Weduwee
Widow



**GESONDHEIDVRAELYS
HEALTH
QUESTIONNAIRE**

REPUBLIEK VAN SUID-AFRIKA
REPUBLIC OF SOUTH AFRICA

HIERDIE VORM MOET DEUR KANDIDATE VIR PERMANENTE AANSTELLING IN DIE STAATSDIENS VOLTOOI WORD
THIS FORM MUST BE COMPLETED BY CANDIDATES FOR PERMANENT APPOINTMENT IN THE PUBLIC SERVICE

VIR DEPARTEMENTELE GEBRUIK FOR DEPARTMENTAL USE	
Aanvaar/verwerp ingevolge voorskrifte Accepted/rejected in accordance with directions	
..... <i>Handtekening—Signature</i>	
Datum Date	/ 19 Rang Rank
Departement Department	

A

1. Van (<i>in blokletters</i>) Surname (<i>in block letters</i>)	Identiteitsno. Identity No.																			
2. Voorname First names																				
3. Ouderdom Age	j. yrs.	4. Lengte Height	cm	5. Liggaamsmassa Body mass	kg															

B

LY U. OF HET U AL OOI GELY AAN— ARE YOU SUFFERING OR HAVE YOU SUFFERED FROM—	DUI AAN MET 'N KRUIS IN DIE TOE- PASLIKE KOLOM MARK WITH A CROSS IN THE AP- PROPRIATE COLUMN		INDIEN ENIGE ANTWOORD JA IS, GEE BESONDERHEDE VAN DIE AARD, GRAAD, DATUM EN DUUR VAN DIE SIEKTE IF ANY ANSWER IS YES, GIVE DETAILS OF THE NATURE, SEVERITY, DATE AND DURATION OF THE ILLNESS
	Ja—Yes	Nee—No	
1. Enige velsiekte? Any skin disease?		
2. Enige aandoening van die beenstelsel en/of gewigte? Any affection of the skeleton and/or joints?		
3. Enige aandoening van die oë, ore, neus of tande? Any affection of the eyes, ears, nose or teeth?		
4. Enige aandoening van die hart of bloedomloopstelsel? Any affection of the heart or circulatory system?		
5. Enige aandoening van die bors of asemhalingstelsel? Any affection of the chest or respiratory system?		
6. Enige aandoening van die spysverteringstelsel? Any affection of the digestive system?		

AANSOEK OM 'N DOSERENDE OF NAVORSINGSPOS
APPLICATION FOR A TEACHING OR RESEARCH POST

UNIVERSITEIT VAN SUID-AFRIKA
UNIVERSITY OF SOUTH AFRICA



Posbus 392
PRETORIA
0001

P.O. Box 392
PRETORIA
0001

FOTO/PHOTO

N.B.: Lees asb. eers die aansoekvorm deur voordat u dit invul.
Please first read the entire application form before completing it.

LET WEL: (1) Vul asb. hierdie vorm asseblief met swart ink of tikskrif in.
NOTE: Please complete this form in black ink or use a typewriter.

(2) Heg asseblief gewaarmerkte afskrifte van amptelike vak- en simbolestate en van graad- of diplomasertifikate aan. Moet asseblief nie oorspronklike dokumente aanheg nie, aangesien geen dokumente terugbesorg kan word nie.
Please attach certified copies of official statements of subjects and symbols, and of diploma or degree certificates conferred. Please do not attach original documents, since these cannot be returned.

(3) Stuur asseblief die ingevulde aansoekvorm tesame met toepaslike dokumente aan die Hoof, Departement Personeel, by bogenoemde adres.
Please send the completed application form and relevant documents to the Head, Personnel Department, at the above address.

(4) Vul asseblief 'n afsonderlike aansoekvorm vir elke aansoek in.
Please complete a separate application form for each application.

1. ALGEMEEN
GENERAL

(Prof./Dr./Mnr./Mev./Mej.) VOORNAME EN VAN (Prof./Dr/Mr/Mrs/Miss) FIRST NAMES AND SURNAME			
POS EN RANG WAAROM AANSOEK GEDOEN WORD POST AND RANK APPLIED FOR			
DEPARTEMENT, INSTITUUT of BURO DEPARTMENT, INSTITUTE or BUREAU			
IS U BEREID OM VIR 'N POS IN 'N LAER RANG OORWEEG TE WORD? ARE YOU WILLING TO BE CONSIDERED FOR A POST IN A LOWER RANK?	JA YES	NEE NO	(Maak 'n kruisie) (Make a cross)
DOEN U OOK NOU AANSOEK OM 'N ANDER POS AAN DIE UNIVERSITEIT? INDIEN WEL, VERSTREK ASSEBLIEF BESONDERHEDE. ARE YOU ALSO APPLYING FOR ANOTHER POST AT THE UNIVERSITY? IF SO, PLEASE FURNISH PARTICULARS.	VAKATURE VACANCY		Dept./Inst./Buro Dept./Inst./Bureau
VERSTREK ASSEBLIEF BESONDERHEDE AS U TEVORE BY DIE UNIVERSITEIT OM 'N BETREKKING AANSOEK GEDOEN HET. IF YOU HAVE APPLIED FOR A POST AT THE UNIVERSITY BEFORE, PLEASE FURNISH DETAILS.	Jaar Year	Vakature Vacancy	Dept./Inst./Buro Dept./Inst./Bureau

2. PERSOONLIKE BESONDERHEDE
PERSONAL DETAILS

Geslag/Sex Huwelikstaat/Marital status

Identiteitsnommer Ouderdom/Age jare/years
Identity number

Geboortedatum Jaar Maand Dag
Date of birth Year Month Day

Woonadres
Home address

Posadres en poskode
Postal address and postal code

Telefoonnommer: Tuis Werk Huistaal
Telephone number Home Work Home language

3. BESONDERHEDE VAN HUIDIGE DIENSVOORWAARDES
DETAILS OF PRESENT CONDITIONS OF SERVICE

Naam van huidige werkgewer Adres
Name of present employer Address

U huidige ampstittel
Your present occupational title

U huidige basiese salaris per jaar R Skaal
Your present basic salary per annum R Scale

Finansiële byvoordele (Totaal) R
Financial fringe benefits (Total) R

Byvoordele (i)	R
Fringe benefits (ii)	R
(iii)	R
(iv)	R
Totaal/Total	R

Totaal R

Watter minimum aanvangsalaris sal u oorweeg? R
What is the minimum starting salary that you will consider? R

Nie van toepassing op permanente Unisa-personeel nie.
Not applicable to permanent Unisa staff.

Huidige verhogingsdatum
Current incremental date

Aan watter pensioenfonds behoort u?
Of which pension fund are you a member?

Huidige diensoopseggingstydperk Vroegste datum van diensaanvaarding
Present period of notice Earliest date on which duties can be assumed

Meld enige kontraktuele aanspreeklikheid teenoor u huidige werkgewer (aard, bedrag, verbintenistydperk, ens.)
State any contractual liability towards your present employer (nature, amount, commitment period etc.)

.....

.....

**A Baccalaureus- en honneursgrade
 Bachelor's and honours degrees**

Graad Degree	Universiteit University	Jaar Year	* V/D	C

* Voltydse studie moet met 'n 'V' en deelydse studie met 'n 'D' aangedui word.
 Full-time study should be indicated by a 'V' and part-time study by a 'D'.
 Maak 'n kruisie in kolom C as die graad cum laude verwerf is.
 Please indicate by a cross in column C if the degree was obtained cum laude

**B Magister- en doktorsgrade
 Master's and doctoral degrees**

Graad Degree	Universiteit University	Dept. Dept.	Jaar Year	V/D	C

Dui asb. die titels van verhandelings/proefskrifte en die name van studieleiers/promotors aan.
 Please indicate the titles of theses/dissertations and names of supervisors/promoters.

Titel(s) Title(s)	Studieleier/Promotor Supervisor/Promoter
.....
.....
.....
.....

VOLTOOI SLEGS T.O.V. SIMBOLESTATE EN SERTIFIKATE WAARVAN GEWAARMERKTE AFSKRIFTE *NIE*
 AANGEHEG IS *NIE*
 COMPLETE ONLY IN RESPECT OF THOSE RESULTS AND CERTIFICATES OF WHICH CERTIFIED COPIES ARE *NOT*
 APPENDED

MATRIEK: Datum, vakke en simbole:

MATRICULATION: Date, subjects and symbols:

Graad/Degree	Jaar/Year	Vakke/Subjects	Persentasie of Simbool/ Percentage or Symbol
Gebruik 'n bylaag indien nodig Attach annexure if necessary			

C. Ander Kwalifikasies.
Other Qualifications.

Diploma/Sert. Diploma/Cert.	Inrigting Institution	Jaar Year	Maand Month	V/D

D. Professionele Kwalifikasies (bv. C.A., Notaris, C.I.S.)
Professional Qualifications (e.g. C.A., Notary, C.I.S.)

Kwalifikasie Qualification	Beroepsliggaam Professional Body	Jaar Year	Maand Month

E. Professionele Registrasie (bv. S.A. Geneeskundige en Tandheekkundige Raad, Openbare Rekenmeesters- en Ouditeursraad, S.A. Raad vir Natuurwetenskaplikes)
Professional Registration (e.g. Medical and Dental Council, Public Accountants' and Auditors' Board, S.A. Council for Natural Scientists)

Verstrek besonderhede van registrasie slegs by statutêre rade.
Furnish details of registration by statutory boards or councils only.

Kategorie van Registrasie Category of Registration	Registrende Liggaam Registering Body	Datum van Registrasie Date of Registration

Studeer u tans verder?
Are you studying at the moment?

Graad Degree	Universiteit University	Aanvang Commencement	Verwagte voltooiingsdatum Expected date of completion	Promotor Promoter

A Outeurskap of mede-outeurskap van boeke (Meld totale aantal boeke, asook titels, uitgewers en datums van slegs die DRIE belangrikstes)
Authorship or co-authorship of books (State number; also furnish particulars regarding titles, publishers and dates of the THREE most important books)

Aantal/Number

1

.....

.....

2

.....

.....

3

.....

.....

B Bydraes in vaktydskrifte (Meld aantal en verskaf titel van artikel, name van mede-outeur(s) en vaktydskrifte, jaartal en volume en indien moontlik, bladsyverwysings van slegs die VYF belangrikstes)
Contributions to scientific journals (State number and furnish titles of contribution, names of co-author(s), title, year and volume of journal and, if possible, page references of the FIVE most important contributions only.)

Aantal/Number

1

.....

2

.....

3

.....

4

.....

5

.....

C Belangrike ongepubliseerde verslae en memoranda (Meld aantal en verskaf besonderhede van slegs die DRIE belangrikstes)
Important unpublished reports and memoranda (State number and particulars of the THREE most important only)

Aantal/Number

1

.....

2

.....

3

.....

D Voorlesings aan vakkundige of spesialistegehore (Verstrek inligting t.o.v. plek, geleentheid en datum van hoogstens VYF)
 Addresses to professional or specialist audiences (Furnish information pertaining to place, occasion and date of at most FIVE)

1

2

3

4

5

7 KENNIS VAN TALE (Maak asb. 'n kruisie in die toepaslike kolom)
 KNOWLEDGE OF LANGUAGES (Indicate by a cross in the appropriate column)

	AFRIKAANS			ENGELS/ENGLISH			ANDER (Spesifiseer)			OTHER (Specify)		
	Swak Poor	Gemiddeld Average	Baie goed Very good	Swak Poor	Gemiddeld Average	Baie goed Very good	Swak Poor	Gemiddeld Average	Baie goed Very good	Swak Poor	Gemiddeld Average	Baie goed Very good
Lees Reading												
Skryf Writing												
Praat Speaking												

Enige verdere tale?
 Any other languages?

8. LIDMAATSKAP VAN PROFESSIONELE, VAKKUNDIGE EN WETENSKAPLIKE VERENIGINGS
 MEMBERSHIP OF PROFESSIONAL AND SCIENTIFIC ORGANISATIONS

Dui asb. u lidmaatskap van vakverenigings aan, en meld ook of u enige ampsposisies bv. president, sekretaris, tesourier, ens. in dié verenigings beklee of beklee het
 Please furnish details of your membership of scientific organisations. Please state whether you hold or have held office in any of these organisations, e.g. president, secretary, treasurer.

.....

.....

.....

.....

.....

.....

.....

9. ADDISIONELE INLIGTING
ADDITIONAL INFORMATION

Verstrek asb. enige verdere besonderhede wat u as belangrik ter ondersteuning van u aansoek beskou, bv. ervaring, beurse, toekennings, buitengewone prestasies, spesiale kundighede en vermoëns.
Please furnish any additional information which you regard as important in support of your application e.g. experience, bursaries, awards, extraordinary achievements, special knowledge and abilities.

.....

.....

.....

.....

.....

10. REFERENTE
REFEREES

Verstrek asb. besonderhede van hoogstens 2 referente
Please furnish particulars of not more than 2 referees

Naam Name	Hoedanigheid Capacity	Adres Address	Telefoon Telephone
.....
.....

Onlangse getuigskrifte kan ingesluit word, maar word nie vereis nie.
Recent testimonials may be included, but are not essential.

VERKLARING DEUR AANSOEKER
DECLARATION BY APPLICANT

Ek verklaar dat die besonderhede deur my ingevul op hierdie vorm juis en korrek is.
I declare that the particulars I have furnished on this form are true and correct.

Datum Handtekening

Date Signature

N.B. INDIEN HIERDIE VORM NIE VOLLEDIG INGEVUL WORD NIE SAL U AANSOEK NIE OORWEEG WORD NIE.
THIS APPLICATION WILL NOT BE CONSIDERED IF THIS FORM HAS NOT BEEN COMPLETED IN FULL.



UNIVERSITEIT VAN SUID-AFRIKA
UNIVERSITY OF SOUTH AFRICA

GESONDHEIDSVRAELYS
HEALTH QUESTIONNAIRE

1. VAN SURNAME 3. GEBOORTEDATUM DATE OF BIRTH 5. POS WAAROM AANSOEK GEDOEN WORD POST APPLIED FOR	2. VOORLETTERS INITIALS 4. DEPARTEMENT DEPARTMENT
--------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------

Hierdie vorm moet ingevul word deur kandidate wat vir aanstelling oorweeg word.
This form must be completed by candidates being considered for appointment.

LY U AAN OF HET U AL OOI AAN ENIGE VAN DIE VOL- GENDE GELY: DO YOU SUFFER FROM, OR HAVE YOU EVER SUFFERED FROM, ANY OF THE FOL- LOWING:	DUI AAN MET X NEE/JA INDICATE WITH AN X NO/YES	INDIEN "JA", GEE VOLLE BESONDERHEDE VAN AARD, GRAAD, DATUM EN DUUR VAN DIE TOESTAND, GEBREK, SIEKTE OF OPERASIE. IF "YES", GIVE FULL DETAILS OF THE NATURE, SEVERITY, DATE AND DURATION OF THE CONDITION, DEFECT, ILLNESS OR OPERATION.
---------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

A

	Ja/Yes	Nee/No	
(1) Probleme van die been- stelsel en/of gewrigte, met in- begrip van rugprobleme, ar- tritis, jig of rumatiek? Problems with the skeleton and/or joints, including arthri- tis, gout or rheumatism?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Medies onkontroleerbare epilepsie? Medically uncontrollable epi- lepsy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(3) Alkoholisme of enige ern- stige drankprobleme? Alcoholism or any serious drinking problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B

	Ja/Yes	Nee/No	
(1) Het u enige ernstige ge- hoor, spraak- of gesigsge- brek? Do you have any serious hearing, speech or sight defect?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Is u liggaamlik gestrem of maak u van kunsledemate gebruik? Are you physically disabled or do you use artificial limbs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(3) Het u ooit enige chirurgiese operasie(s) ondergaan? Have you undergone any surgical operation(s)?	Ja/Yes	Nee/No	
(4) Gebruik u enige medikasie op 'n deurlopende basis? Do you use any medication on a continual basis?	Ja/Yes	Nee/No	
(5) Is u in die verlede in enige vorige betrekking om gesondheidsredes nie permanent aangestel nie of weens swak gesondheid ontslaan? Have you ever been refused a permanent appointment to any previous position or been dismissed because of ill health?	Ja/Yes	Nee/No	
(6) Is u aansoek om lewensversekering ooit afgewys, uitgestel of teen 'n hoër premie aangeneem? Has your application for life insurance ever been refused, postponed or accepted at a higher premium?	Ja/Yes	Nee/No	
(7) Was u die afgelope vyf jaar 'n maand lank of langer aan-eenlopend weens ongesteldheid van diens afwesig? Have you been absent from work due to illness for a continuous period of a month or longer in the past five years?	Ja/Yes	Nee/No	
(8) Het u die afgelope vyf jaar psigiatriese of sielkundige behandeling ondergaan vanweë ernstige psigiatriese of sielkundige probleme? Have you, in the past five years, had any psychiatric or psychological treatment due to serious psychiatric or psychological problems?	Ja/Yes	Nee/No	
(9) Verkeer u tans, na u wete, in alle opsigte in 'n goeie geestes- en liggaamlike gesondheidstoestand? Are you, to the best of your knowledge, at present in a good mental and physical state of health?	Ja/Yes	Nee/No	

Ek verklaar dat die inligting hierbo juis is en dat ek geen inligting oor my gesondheidstoestand verswyg het nie.

I declare that the above information is true and correct and that I have not withheld any information regarding my health.

HANDTEKENING/SIGNATURE DATUM/DATE

LET WEL: Hierdie vraelys moet u aansoek vergesel.

NB: This questionnaire must accompany your application.

NIE-DOSERENDE PERSONEEL

NON-TEACHING STAFF

AANSOEK OM 'N ADMINISTRATIEWE, TEGNIESE OF PROFESSIONELE POS
APPLICATION FOR AN ADMINISTRATIVE, TECHNICAL OR PROFESSIONAL POST

UNIVERSITEIT VAN SUID-AFRIKA

UNIVERSITY OF SOUTH AFRICA

Posbus 392
PRETORIA
0001



P.O. Box 392
PRETORIA
0001

N.B.: Lees asseblief eers die aansoekvorm deur voordat u dit invul.
Please first read the entire application form before completing it.

- LET WEL: (1) Vul hierdie vorm asseblief met swart ink of tikskrif in.
NOTE: Please complete this form in black ink or use a typewriter.
- (2) Heg asseblief gewaarmerkte afskrifte van amptelike vak- en simbolestate en van graad- of diplomasertifikate aan. Moet asseblief nie oorspronklike dokumente aanheg nie, aangesien geen dokumente terugbesorg kan word nie.
Please attach certified copies of official statements of subjects and symbols, and of diploma or degree certificates conferred. Please do not attach original documents, since these cannot be returned.
- (3) Stuur asseblief die ingevulde aansoekvorm tesame met toepaslike dokumente aan die Hoof, Departement Personeel, by bogenoemde adres.
Please send the completed application form and relevant documents to the Head, Personnel Department, at the above address.
- (4) Vul asseblief 'n afsonderlike aansoekvorm vir elke aansoek in.
Please complete a separate application form for each application.

1. ALGEMEEN
GENERAL

(Prof./Dr./Mnr./Mev./Mej.) (Prof./Dr/Mr/Mrs/Miss)	VOORNAME EN VAN FIRST NAMES AND SURNAME			
POS EN RANG WAAROM AANSOEK GEDOEN WORD POST AND RANK APPLIED FOR				
DEPARTEMENT, INSTITUUT of BURO DEPARTMENT, INSTITUTE or BUREAU				
IS U BEREID OM VIR 'N POS IN 'N LAER RANG OORWEEG TE WORD? ARE YOU WILLING TO BE CONSIDERED FOR A POST IN A LOWER RANK?		JA YES	NEE NO	(Maak 'n kruisie) (Make a cross)
		Indien nie, gee asseblief 'n rede. If not, please furnish a reason.		
DOEN U OOK NOU AANSOEK OM 'N ANDER POS AAN DIE UNIVERSITEIT? INDIEN WEL, VERSTREK ASSEBLIEF BESONDERHEDE. ARE YOU ALSO APPLYING FOR ANOTHER POST AT THE UNIVERSITY? IF SO, PLEASE FURNISH PARTICULARS.		POS POST	Dept./Inst./Buro Dept./Inst./Bureau	
VERSTREK ASSEBLIEF BESONDERHEDE INDIEN U TEVORE BY DIE UNIVERSITEIT OM 'N BETREKKING AANSOEK GEDOEN HET. IF YOU HAVE APPLIED FOR A POST AT THE UNIVERSITY BEFORE, PLEASE FURNISH DETAILS.		Jaar Year	POS POST	Dept./Inst./Buro Dept./Inst./Bureau

2. PERSOONLIKE BESONDERHEDE
PERSONAL DETAILS

Geslag Sex	Huwelikstaat Marital status
Geboortedatum Date of birth	Jaar/Year	Maand/Month	Dag/Day
Woonadres Home address		
Posadres en poskode Postal address and postal code		
Telefoonnommer : Tuis Telephone number : Home	Werk Work
		Huistaal Home language

3. BESONDERHEDE VAN HUIDIGE DIENSVOORWAARDES
DETAILS OF PRESENT CONDITIONS OF SERVICE

Naam van huidige werkgever Name of present employer	Adres Address															
U huidige ampstittel Your present occupational title																	
U huidige basiese salaris per jaar Your present basic salary per annum	R	Skaal Scale															
Finansiële byvoordele (Totaal) Financial fringe benefits (Total)	R	<table border="1"> <tr> <td>Byvoordele Fringe benefits</td> <td>(i)</td> <td>R</td> </tr> <tr> <td></td> <td>(ii)</td> <td>R</td> </tr> <tr> <td></td> <td>(iii)</td> <td>R</td> </tr> <tr> <td></td> <td>(iv)</td> <td>R</td> </tr> <tr> <td colspan="2">Totaal/Total</td> <td>R</td> </tr> </table>		Byvoordele Fringe benefits	(i)	R		(ii)	R		(iii)	R		(iv)	R	Totaal/Total		R
Byvoordele Fringe benefits	(i)	R																
	(ii)	R																
	(iii)	R																
	(iv)	R																
Totaal/Total		R																
Watter minimum aanvangsalaris sal u oorweeg? What is the minimum starting salary that you will consider?	R																	
Huidige verhogingsdatum Current incremental date																	
Aan watter pensioenfonds behoort u? Of which pension fund are you a member?																	
Huidige diensopseggingstydperk Present period of notice	Vroegste datum van diensaanvaarding Earliest date on which duties can be assumed															
Meld enige kontraktuele aanspreeklikheid teenoor u huidige werkgever (aard, bedrag, verbintenistydperk, ens.) State any contractual liability towards your present employer (nature, amount, commitment period etc.)																		
.....																		
.....																		

SKOOLEPLEIDING / SCHOOL EDUCATION					
Na watter standerd het u die skool verlaat? After which standard did you leave school?		Maand Month		Jaar Year	
Hoogste standerd geslaag Highest standard passed		Maand Month		Jaar Year	
				Plek Place	
Vakke geslaag (ALLE vakke wat op HIERDIE BLADSY genoem word waarin u onderskeiding behaal het, moet onderstreep word.) Subjects passed (ALL subjects listed ON THIS PAGE which have been passed with distinction must please be underlined.)					
		Simbool/Symbol		Simbool/Symbol	
1.			5.		
2.			6.		
3.			7.		
4.			8.		

VAKLEERLINGSKAP / APPRENTICESHIP						
Vakleerlingskap word voltooi of is voltooi as: Apprenticeship is being (or was) completed as:		Tydperk / Period				Organisasie waar vakleerlingskap voltooi is of voltooi word: Organisation where apprenticeship is being (or was) completed:
		Van/From		Tot/To		
		J/Y	M	J/Y	M	

NASKOOLSE OPLEIDING/POST-SCHOOL EDUCATION						
	Graad/Diploma/Sert. Degree/Diploma/Cert.	Inrigting Institution	Jaar/Maand Year/Month	*V/D	Normale duur Normal duration	Kursusse/Vakke geslaag Courses/Subjects passed
Voltooid Completed						
Onvoltooid Incomplete						

* Voltydse studie moet met 'V' en deelydse met 'D' aangedui word. Dui onvoltooide en voltooide studies afsonderlik aan.
 Full-time study must be indicated by 'V' and part-time by 'D'. Also indicate partially completed studies.

5. ONDERVINDING (Vermeld asseblief ALLE tye vanaf ¹⁹skoolverlating — selfs tye waarin u werkloos was of besig was met militêre diens)
 EXPERIENCE (Please indicate ALL periods since leaving school — even periods during which you were unemployed or on military service)

Naam van werkgewer Name of employer	Hoedanigheid en/of soort werk Capacity and/or type of work	Van/From		Tot/To		Kantoorgebruik Office use
		J/Y	M	J/Y	M	
TOTAAL TOTAL		Jare/Years		Maande/Months		

Gee asseblief 'n bondige uiteensetting van u loopbaan met besondere klem op die toepaslikheid van u vorige ervaring op die pos waarom u aansoek doen.
 Please give a short summary of your career with special emphasis on the relevance of your previous experience to the post for which you are applying.

6. KENNIS VAN TALE (Maak asseblief 'n kruisie in die toepaslike kolom)
 KNOWLEDGE OF LANGUAGES (Please make a cross in the appropriate column)

	AFRIKAANS			ENGELS/ENGLISH			ANDER (Spesifiseer)			OTHER (Specify)		
	Swak Poor	Gemiddeld Average	Baie goed Very good	Swak Poor	Gemiddeld Average	Baie goed Very good	Swak Poor	Gemiddeld Average	Baie goed Very good	Swak Poor	Gemiddeld Average	Baie goed Very good
Lees Read												
Skryf Write												
Praat Speak												

Meld enige formele kwalifikasies waaroor u beskik.
 Indicate any formal qualifications that you have attained.

Verstrek asseblief besonderhede van hoogstens drie referente van wie twee verkieslik vorige werkgewers moet wees.
Please furnish particulars of not more than three references, two of whom should preferably be former employers.

Naam Name	Hoedanigheid Capacity	Adres Address	Telefoon Telephone
.....
.....
.....

Onlangse getuigskrifte kan ingesluit word, maar word nie vereis nie.
Recent testimonials may be included, but are not essential.

8. Toon asseblief hieronder in watter koerant u die advertensie vir hierdie pos gelees het.
Please indicate in which newspaper you read the advertisement for the post.

.....

VERKLARING DEUR AANSOEKER
DECLARATION BY APPLICANT

Ek verklaar dat die besonderhede deur my op hierdie vorm ingevul, juis en korrek is.
I declare that the particulars furnished by me on this form are true and correct.

Datum
Date

Handtekening
Signature

DANKIE VIR U BEREIDWILLIGHEID OM VIR 'N POS OORWEEG TE WORD.
THANK YOU FOR YOUR WILLINGNESS TO BE CONSIDERED FOR A POST.



UNIVERSITEIT VAN SUID-AFRIKA
UNIVERSITY OF SOUTH AFRICA

GESONDHEIDSVRAELYS
HEALTH QUESTIONNAIRE

1. VAN SURNAME	2. VOORLETTERS INITIALS
3. GEBOORTEDATUM DATE OF BIRTH	4. DEPARTEMENT DEPARTMENT
5. POS WAAROM AANSOEK GEDOEN WORD POST APPLIED FOR	

Hierdie vorm moet ingevul word deur kandidate wat vir aanstelling oorweeg word.
This form must be completed by candidates being considered for appointment.

LY U AAN OF HET U AL OOI AAN ENIGE VAN DIE VOL- GENDE GELY: DO YOU SUFFER FROM, OR HAVE YOU EVER SUFFERED FROM, ANY OF THE FOL- LOWING:	DUI AAN MET X NEE/JA INDICATE WITH AN X NO/YES	INDIEN "JA", GEE VOLLE BESONDERHEDE VAN AARD, GRAAD, DATUM EN DUUR VAN DIE TOESTAND, GEBREK, SIEKTE OF OPERASIE. IF "YES", GIVE FULL DETAILS OF THE NATURE, SEVERITY, DATE AND DURATION OF THE CONDITION, DEFECT, ILLNESS OR OPERATION.
---------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

A

	Ja/Yes	Nee/No	
(1) Probleme van die been- stelsel en/of gewrigte, met in- begrip van rugprobleme, ar- tritis, jig of rumatiek? Problems with the skeleton and/or joints, including arthri- tis, gout or rheumatism?			
(2) Medies onkontroleerbare epilepsie? Medically uncontrollable epi- lepsy?			
(3) Alkoholisme of enige ern- stige drankprobleme? Alcoholism or any serious drinking problems?			

B

	Ja/Yes	Nee/No	
(1) Het u enige ernstige ge- hoor, spraak- of gesigsge- brek? Do you have any serious hearing, speech or sight defect?			
(2) Is u liggaamlik gestrem of maak u van kunsledemate gebruik? Are you physically disabled or do you use artificial limbs?			

(3) Het u ooit enige chirurgiese operasie(s) ondergaan? Have you undergone any surgical operation(s)?	Ja/Yes	Nee/No	
(4) Gebruik u enige medikasie op 'n deurlopende basis? Do you use any medication on a continual basis?	Ja/Yes	Nee/No	
(5) Is u in die verlede in enige vorige betrekking om gesondheidsredes nie permanent aangestel nie of weens swak gesondheid ontslaan? Have you ever been refused a permanent appointment to any previous position or been dismissed because of ill health?	Ja/Yes	Nee/No	
(6) Is u aansoek om lewensversekering ooit afgewys, uitgestel of teen 'n hoër premie aangeneem? Has your application for life insurance ever been refused, postponed or accepted at a higher premium?	Ja/Yes	Nee/No	
(7) Was u die afgelope vyf jaar 'n maand lank of langer aan- eenlopend weens ongesteld- heid van diens afwesig? Have you been absent from work due to illness for a continuous period of a month or longer in the past five years?	Ja/Yes	Nee/No	
(8) Het u die afgelope vyf jaar psigiatriese of sielkundige be- handeling ondergaan vanweë ernstige psigiatriese of siel- kundige probleme? Have you, in the past five years, had any psychiatric or psychological treatment due to serious psychiatric or psy- chological problems?	Ja/Yes	Nee/No	
(9) Verkeer u tans, na u wete, in alle opsigte in 'n goeie gees- tes- en liggaamlike gesond- heidstoestand? Are you, to the best of your knowledge, at present in a good mental and physical state of health?	Ja/Yes	Nee/No	

Ek verklaar dat die inligting hierbo juis is en dat ek geen inligting oor my gesondheidstoestand verswyg het nie.

I declare that the above information is true and correct and that I have not withheld any information regarding my health.

HANDTEKENING/SIGNATURE DATUM/DATE

LET WEL: Hierdie vraelys moet u aansoek vergesel.
NB: This questionnaire must accompany your application.

3. BESONDERHEDE VAN HUIDIGE DIENSVORWAARDES / DETAILS OF CURRENT CONDITIONS OF SERVICE

Naam van huidige werkgewer Adres
 Name of present employer Address

U huidige ampstittel
 Your present occupational title

U huidige basiese salaris per jaar R (Heg u betaalstaat aan) Skaal
 Your present basic salary per annum R (Attach your payslip) Scale

Huidige verhogingsdatum
 Current incremental date

Aan watter pensioenfonds behoort u?
 Of which pension fund are you a member?

Huidige diensopseggingstydperk
 Current period of notice

Vroegste datum van diensaanvaarding
 Earliest date on which duties can be assumed

Meld enige kontraktuele aanspreeklikheid teenoor huidige werkgewer (aard, bedrag, verbintenytydperk, ens.)
 State any contractual liability towards present employer (nature, amount, commitment period, etc.)

4. OPLEIDING EN KWALIFIKASIES / TRAINING AND QUALIFICATIONS

A. Datum van matrikulasie (Heg asseblief 'n afskrif van simbolestaat aan)
 Date of matriculation (Please attach a copy of the statement of symbols)

B. Baccalaureusgrade reeds verwerf
 Bachelor's degrees obtained

	Universiteit University	Jaar Year	Maand Month	*V/D *F/P	Hoofvakke Majors

* Voltydse studie word met 'n 'V' en deeltydse studie met 'n 'D' aangedui.
 * Full-time study should be indicated by an 'F' and part-time study by a 'P'

C. Ander grade reeds verwerf Maak 'n kruisie in kolom C indien die graad cum laude verwerf is.
 Other degrees obtained Mark with an X in column C if a degree was attained cum laude.

Graad Degree	Universiteit University	Dept. Dept.	Fakulteit Faculty	Jaar Year	Maand Month	V/D F/P	C

Dui asseblief die titels van verhandelings/proefskrifte en die name van studieleiers/promotors aan.
 Please indicate the titles of theses/dissertations and names of supervisors/promoters.

Titel Title	Studieleier/Promotor Supervisor/Promoter
1.	1.
2.	2.
3.	3.
4.	4.

D. Grade onvoltooid:
 Incomplete degree studies:

Graad Degrée	Universiteit University	Dept. Dept.	Fakulteit Faculty	Jaar Year	Maand Month	V/D F/P

Dui asseblief die titels van verhandelings/proefskrifte en die name van studieleiers/promotors aan.
 Please indicate the titles of theses/dissertations and names of supervisors/promoters.

Titel Title	Studieleier/Promotor Supervisor/Promoter
1.	1.
2.	2.

E. Ander kwalifikasies / Other qualifications				
Diploma/Sertifikaat Diploma/Certificate	Inrigting Institution	Jaar Year	Maand Month	V/D F/P

F. Professionele kwalifikasies (bv. G.R., Notaris, C.I.S.) / Professional qualifications (e.g. C.A. Notary, C.I.S.)			
Kwalifikasie Qualification	Beroepsliggaam Professional Body	Jaar Year	Maand Month

G. Professionele registrasie (bv. S.A. Geneeskundige en Tandheekkundige Raad, Openbare Rekenmeesters- en Ouditeursraad) Professional registration (e.g. S.A. Medical and Dental Council, Public Accountants' and Auditors' Board) Verstrek besonderhede van registrasie slegs by statutêre rade. Furnish details of registration with statutory boards or councils only.		
Kategorie van registrasie Category of registration	Registrerende liggaam Registering body	Datum van registrasie Date of registration

5. PUBLIKASIES / PUBLICATIONS

<p>A. Outeurskap of mede-outeurskap van boeke. (Meld asb. titel, uitgewer en datum.) (In geval van mede-outeurskap, meld aandeel.) Authorship or co-authorship of books. (Please state title, publisher and date.) (In case of co-authorship, state share.)</p> <p>.....</p> <p>.....</p>
<p>B. Bydraes in vaktydskrifte. (Meld asb. titel van artikel, naam van vaktydskrif, jaartal en volume en, indien moontlik, bladsyverwysings.) Contributions to scientific journals. (Please furnish title of contribution, name, year and volume of journal and, if possible, page references.)</p> <p>.....</p> <p>.....</p>
<p>C. Belangrike ongepubliseerde verslae en memoranda. Important unpublished reports and memoranda.</p> <p>.....</p> <p>.....</p>
<p>D. Voorlesings aan vakkundige of spesialistegehoore. (Verstrek inligting t.o.v. plek, geleentheid en datum.) Addresses to professional or specialist audiences. (Furnish information pertaining to place, occasion and date.)</p> <p>.....</p> <p>.....</p>

6. BEROEPSONDERVINDING / OCCUPATIONAL EXPERIENCE

Naam van werkgewer Name of employer	Hoedanigheid en soort werk Capacity and type of work	Van From		Tot To	
		J / Y	M	J / Y	M

7. KENNIS VAN TALE (Maak asb. 'n kruisie in die toepaslike kolom)
KNOWLEDGE OF LANGUAGES (Please make a cross in the appropriate column)

	AFRIKAANS			ENGELS/ENGLISH			ANDER (Spesifiseer) / OTHER (Specify)					
	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT
	LEES READ											
SKRYF WRITE												
PRAAT SPEAK												

8. ADDISIONELE INLIGTING / ADDITIONAL INFORMATION

Verstrek asseblief enige verdere besonderhede wat u as belangrik ter ondersteuning van u aansoek beskou, bv. ervaring, beurse, toekennings, buitengewone prestasies, spesiale kundighede en vermoëns.
Please furnish any additional information which you regard as important in support of your application, e.g. experience, bursaries, awards, extraordinary achievements, special knowledge and abilities.

.....

.....

.....

9. REFERENTE / REFEREES

Verstrek asseblief besonderhede van hoogstens drie referente van wie twee dosente of vorige werkgewers moet wees.
Please furnish particulars of not more than three referees, two of whom should be university tutors or former employers.

Name Names	Hoedanigheid Capacity	Adres Address	Telefoon Telephone
.....
.....
.....

Onlangse getuigskrifte mag ingesluit word, maar word nie vereis nie.
Recent testimonials may be included, but are not essential.

10. Toon asseblief hieronder in watter koerant u die advertensie vir hierdie pos gelees het.
Please indicate in which newspaper you read the advertisement for this post.

.....

11. Ek verklaar dat die besonderhede deur my ingevul op hierdie vorm juis en korrek is.
I declare that the particulars furnished by me on this form are true and correct.

Datum Handtekening
Date Signature

Dankie vir u bereidwilligheid om vir 'n pos oorweeg te word.
Thank you for your willingness to be considered for a post.

AANSOEK: ADMINISTRATIEWE POS
APPLICATION: ADMINISTRATIVE POST

UNIVERSITEIT
VISTA
UNIVERSITY



P028.93

VERTROULIK / CONFIDENTIAL

PRIVAATSAK X634 PRIVATE BAG X634
PRETORIA 0001 PRETORIA 0001
TEL. (012) 322-8967 TEL. (012) 322-8967
FAXS (012) 320-0528 FAX (012) 320-0528

- NOTAS:**
1. Voltooi asseblief hierdie vorm in swart ink of in tikskrif.
 2. Heg asseblief gewaarmerkte afskrifte van amptelike vak- en simbolestate aan, sowel as graad- of diplomasertifikate toegeken. Moet asseblief nie oorspronklike dokumente aanheg nie, aangesien geen dokumente terugbesorg kan word nie.
 3. Stuur asseblief die voltooide aansoekvorm tesame met toepaslike dokumente aan die Registrateur by bostaande adres.
 4. Voltooi asseblief 'n afsonderlike aansoekvorm vir elke aansoek.

- NOTES:**
1. Please complete this form in black ink or use a typewriter.
 2. Please attach certified copies of official statements of subjects and symbols, as well as diploma or degree certificates conferred. Please do not attach original documents, since these cannot be returned.
 3. Please send the completed application form and relevant documents to the Registrar at the above address.
 4. Please complete a separate application form for each application.

1. ALGEMEEN / GENERAL

TITEL TITLE	VAN SURNAME
	VOORNAME FIRST NAMES

POS, RANG EN KAMPUS WAARVOOR AANSOEK GEDOEN WORD / POST, RANK AND CAMPUS APPLIED FOR

POS bv. ADMINISTRATIEWE BEAMPTE
POST e.g. ADMINISTRATIVE OFFICER

DEPARTEMENT: (bv. ADMINISTRASIE)
DEPARTMENT: (e.g. ADMINISTRATION)

KAMPUS:
CAMPUS:

Is u bereid om / Are you willing to be

(a) vir 'n pos in 'n laer rang oorweeg te word? (Merk met 'n X)
considered for a post in a lower rank? (Mark with an X)

JA/YES	<input type="checkbox"/>
NEE/NO	<input type="checkbox"/>

Indien nee, gee asseblief rede
If no, please furnish reason

(b) vir ander kampusse oorweeg te word? (Merk met 'n X)
considered for other campuses? (Mark with an X)

JA/YES	<input type="checkbox"/>
NEE/NO	<input type="checkbox"/>

Indien ja, meld kampusse in voorkeurorde / If so, please state preference for campuses

(1) (2) (3)

2. PERSOONLIKE BESONDERHEDE / PERSONAL DETAILS

Geslag Sex	Huwelikstaat Marital status	
Burgerskap Citizenship	Afhanklikes (Aantal en ouderdomme) Dependants (Number and ages)	
Geboortedatum: Jaar Date of Birth: Year	Maand Month	Dag Day
Woonadres Home address		
Identiteitsnommer Identity number:		
Posadres Postal address		
		Poskode Postcode
Telefoonnommer: Tuis Tel. number: Home	Werk Work	Huistaal Home language

3. BESONDERHEDE VAN HUIDIGE DIENSVOORWAARDES / DETAILS OF CURRENT CONDITIONS OF SERVICE

Naam van huidige werkgewer Name of present employer	Adres Address
.....	
.....	
U huidige ampstittel Your present occupational title	
U huidige basiese salaris per jaar R Your present basic salary per annum R	(Heg u betaalstaat aan) Skeel (Attach your payslip) Scale
Huidige verhogingsdatum Current incremental date	
Aan watter pensioenfonds behoort u? Of which pension fund are you a member?	
Huidige diensopseggingstydperk Current period of notice	
Vroegste datum van diensaanvaarding Earliest date on which duties can be assumed	
Meld enige kontraktuele aanspreeklikheid teenoor huidige werkgewer (aard, bedrag, verbintenistydperk, ens.) State any contractual liability towards present employer (nature, amount, commitment period, etc.)	
.....	
.....	

4. OPLEIDING EN KWALIFIKASIES / TRAINING AND QUALIFICATIONS

SKOOLOPLEIDING / SCHOOL EDUCATION					
A. Naam van laaste skool bygewoon Name of school which was last attended					
Hoogste standaard geslaag Highest standard passed		Maand Month	Jaar Year	Plek Place	
Vakke geslaag Subjects passed		(ALLE onderskeidings OP HIERDIE BLADSY moet onderstreep word.) (ALL subjects passed with distinction must be underlined ON THIS PAGE.)			
		Simbool/Symbol			Simbool/Symbol
1.			5.		
2.			6.		
3.			7.		
4.			8.		

VAKLEERLINGSKAP / APPRENTICESHIP					
B. Vakleerlingskap word voltooi of is voltooi as:			B. Apprenticeship is being (or was) completed as:		
Organisasie waar vakleerling- skap voltooi is of voltooi word:	Tydperk / Period				Organisation where apprentice- ship is being (or was) completed:
	Van / From		Tot / To		
	J/Y	M	J/Y	M	
.....				

6. KENNIS VAN TALE (Maak asb. 'n kruisje in die toepaslike kolom)
KNOWLEDGE OF LANGUAGES (Please make a cross in the appropriate column)

	AFRIKAANS			ENGELS/ENGLISH			ANDER (Spesifiseer) / OTHER (Specify)					
	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT	BASIES BASIC	GEMIDDELD AVERAGE	VLOT FLUENT
LEES READ												
SKRYF WRITE												
PRAAT SPEAK												

7. REFERENTE / REFEREES

Verstrek asseblief besonderhede van hoogstens drie referente van wie twee verkieslik vorige werkgewers moet wees.
 Please furnish particulars of not more than three referees, two of whom should preferably be former employers.

Name Names	Hoedanigheid Capacity	Adres Address	Telefoon Telephone

Onlangse getuigskrifte mag ingesluit word, maar word nie vereis nie.
 Recent testimonials may be included, but are not essential.

8. Toon asb. hieronder in watter koerant u die advertensie vir hierdie pos gelees het.
Please indicate in which newspaper you read the advertisement for the post.

.....

Ek verklaar dat die besonderhede deur my ingevul op hierdie vorm juis en korrek is.
 I declare that the particulars furnished by me on this form are true and correct.

Datum Handtekening

Date Signature

SLEGS VIR KANTOORGEBRUIK / FOR OFFICE USE ONLY

.....

.....

.....

.....

.....

.....

Dankie vir u bereidwilligheid om vir 'n pos oorweeg te word.
 Thank you for your willingness to be considered for a post.

REPUBLIEK VAN SUID-AFRIKA



REPUBLIC OF SOUTH AFRICA

AANSOEK OM 'N BETREKKING • APPLICATION FOR EMPLOYMENT

Let wel.—Die applikant moet hierdie vorm in sy/haar eie handskrif met ink invul en, indien beskikbaar, afskrifte van opvoedkundige sertifikate aanheg.

Please note.—This form must be completed in ink by the applicant in his/her own handwriting and, if available, copies of educational certificates must be attached.

A. WERK VERLANG—EMPLOYMENT DESIRED

1. Betrekking verlang Employment desired		2. Departement(e) in voorkeurorde Department(s) in order of preference	
3. Verwysingsnommer (indien enige) Reference number (if any)		4. Wanneer kan u diens aanvaar? When can you assume duty?	5. Sentrum(s) waar aanstelling verkies word in voorkeurorde/ Centre(s) where appointment is preferred in order of preference

B. PERSOONLIKE BESONDERHEDE—PERSONAL PARTICULARS

1. Van (asook nooiensvan indien van toepassing) (in blokletters) Surname (also maiden name if applicable) (in block letters)		3. Telefoonnommer Telephone number		4. Dui aan met 'n X in die toepaslike ruimtes. Mark with an X in the appropriate spaces.	
2. Voorname (in blokletters) First names (in block letters)				(i) <input type="checkbox"/> Manlik Male	
				(ii) <input type="checkbox"/> Vroulik Female	
5. Geboortedatum Date of birth	6. Identiteitsnommer Identity number	7. Bevolkingsgroep Population group	8. Etniese groep (in geval van Swartes) Ethnic group (in the case of Blacks)	(iii) <input type="checkbox"/> Getroud Married	
9. Permanente posadres/Permanent postal address			10. Naaste spoorwegstasie Nearest railway station	(iv) <input type="checkbox"/> Ongetroud Single	
11. Naam en beroep van vader/Name and occupation of father					(v) <input type="checkbox"/> Geskei Divorced
12. Is u 'n Suid-Afrikaanse burger? Are you a South African citizen?		13. Indien nie, meld nasionaliteit If not, state nationality		(vi) <input type="checkbox"/> Wewenaar Widower	
				(vii) <input type="checkbox"/> Weduwee Widow	
14. Het u 'n liggaamlike en/of geestelike gebrek of siekte? (Indien wel, beskryf) Have you any physical and/or mental defect or disease? (If so, describe)					
15. Datum waarop u ononderbroke militêre diensplig/tuisfrontopleiding voltooi is Date on which you completed your compulsory continuous military service/home front training					
16. Getal en ouderdomme van afhanklike kinders Number and ages of dependent children				Vir amptelike gebruik For official use (Sertifisering van geboortebesonderhede, ens) (Certifying of particulars of birth, etc.)	
17. Is u al ooit skuldig bevind aan 'n kriminele oortreding of ontslaan uit diens? Have you ever been convicted of a criminal offence or been dismissed from employment? Indien wel, meld besonderhede op aparte vel. If so, furnish particulars on separate sheet.					
18. Ingeval u 'n profesie of beroep beoefen wat Staats- of amptelike registrasie vereis, meld datum en besonderhede van registrasie If your profession or occupation requires State or official registration, state date and particulars of registration					
19. Amptelike taal waarin u u korrespondensie verkies Official language in which you prefer to receive your correspondence					

(Blaai om/Turn over)



VAAL DRIEHOEKSE
TECHNIKON
VAAL TRIANGLE
TECHNIKON

Private Bag/Privaatsak X021
VANDERBIJLPARK
1900
Tel. (016) 852221
Faks/Fax: (016) 851203

CONFIDENTIAL**VERTROULIK**

This form must be completed in the applicant's own handwriting.
Employment may be subject to a satisfactory medical examination.
Certified copies of testimonials and certificates must be submitted
on appointment.

Hierdie vorm moet in die applikant se eie handskrif voltooi word.
Indiensneming mag onderhewig wees aan 'n bevredigende
mediese ondersoek.
Gewaarmede afskrifte van sertifikate en getuigskrifte sal by
aanstelling vereis word.

APPLICATION FOR EMPLOYMENT AANSOEK OM BETREKING

Position applied for:
Betrekking verlang:

PERSONAL DETAILS**PERSOONLIKE BESONDERHEDE**

First names: Voorname:		Surname: Van:	
Home address: Woonadres:		Postal address: Posadres:	
Telephone No. (Home): Telefoonnr. (Huis):		Telephone No. (Work): Telefoonnr. (Werk):	
Age: Ouderdom:	Date of birth: Geboortedatum:	Country of birth: Geboorteland:	Nationality: Nasionaliteit:
Marital status: Huwelikstaat:		Identity or passport No.: Identiteits- of paspoortnr.:	
Number of children: Aantal kinders:			
Ouderdomme: Ages:			

SCHOOL EDUCATION**SKOOLKWALIFIKASIES**

(Last school attended)

(Laaste skool bygewoon)

Date/Datum		Schools attended Skole bygewoon	Standard passed Standerd geslaag	Subjects Vakke
From/Van	To/Tot			

POST SCHOOL QUALIFICATIONS

Date/Datum		Name of institute Naam van inrigting
From/Van	To/Tot	

OCCUPATIONAL TRAINING

Courses attended e.g. safety, supervisory, etc.(excluding apprenticeship)

Date/Datum		Name of institute or firm Naam van inrigting of firma
From/Van	To/Tot	

EMPLOYMENT HISTORY

Name of employer Naam van werkgever	Position held Betrekking beklee

SALARY/WAGE AND EMPLOYMENT BENEFITS WITH LAST EMPLOYER

<p>Remuneration/Vergoeding</p> <p>R.....per hour, month,week/per uur, maand, week</p> <p>Benefits (e.g. Bonus, housing)/Voordele (bv. Bonus, behuising)</p> <p>.....</p>

NASKOOLSE KWALIFIKASIES

Qualifications attained Kwalifikasies behaal	Subjects Vakke

BEROEPSOPLEIDING

Kursusse bygewoon, bv. veiligheid,
toesighouer, ens. (vakleerlingskap)

Details of training course Besonderhede van opleidingskursus

WERKSGESKIEDENIS

Reason for leaving Rede vir verandering	Date/Datum	
	From/Van	To/Tot

**SALARIS/LOON EN VOORDELE
BY LAASTE WERKGEWER**

<p>.....</p>

CRIMINAL RECORD

KRIMINELE REKORD

Have you ever been convicted of a criminal offence? Is u al ooit aan 'n kriminele-oortreding skuldig bevind?	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes Ja</td> <td style="width: 20px; height: 20px;"></td> <td style="padding: 2px 5px;">No Nee</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Yes Ja		No Nee	
Yes Ja		No Nee			
If yes, please provide details: Indien ja, verskaf besonderhede:					

MEDICAL HISTORY

MEDIESE GESKIEDENIS

Please give details and dates of any serious illnesses, operations and disabilities: Gee kortliks besonderhede en datums van enige ernstige siekte, operasies en gebreke:

LANGUAGE ABILITY

TAALBEVOEGDHEDE

(State good, fair or poor)

(Dui aan goed, redelik of swak)

Language/Taal	Read/Lees	Write/Skryf	Speak/Praat

Names and addresses of references from whom information *regarding work performance may be obtained*

Name en adresse van persone by wie navraag, op vertroulike grondslag *in verband met werksprestasie gedoen* kan word:

1.

 Tel.:

3.

 Tel.:

2.

 Tel.:

4.

 Tel.:

I declare that the particulars, as furnished in this application, are complete and correct.

Ek verklaar dat die gegewens, soos verstrekk in hierdie aansoek volledig en korrek is.

.....
 SIGNATURE/HANDTEKENING

.....
 DATE/DATUM