



(attach attendance certificate where available)					

19.	HIGHEST REQV LEVEL		HIGHEST NQF LEVEL	
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20.	<b>SECTION D: GENERIC SKILLS</b> (Evidence of these skills may be tested in the Interviewing Process)			
	(Mark appropriate box with an X)	Established (Est)	Developing (Dev)	Not Yet Established (NYE)
20.1.	COMPUTER LITERACY			
20.2.	COMMUNICATION			
20.3.	REPORT WRITING			
20.4.	BASIC PROJECT MANAGEMENT			
20.5.	LEADERSHIP			
20.6.	BASIC FINANCIAL MANAGEMENT			
20.7.	HUMAN RELATIONS			
20.8.	INNOVATION AND CREATIVITY			
20.9.	OTHER:			
20.10.	OTHER:			

21.	<b>EMPLOYMENT HISTORY</b>				
		POST LEVEL	INSTITUTION	PROVINCE	SUBJECT/S TAUGHT/FUNCTIONS
21.1.	CURRENT POST				
21.2.	PREVIOUS POSTS IN EDUCATION				
21.2.	OTHER WORKING EXPERIENCE	EMPLOYER	NATURE OF WORK	DURATION	
21.3.					
21.4.					
21.3.					
21.4.					

22.	TOTAL YEARS OF EXPERIENCE IN EDUCATION		TOTAL WORKING YEARS	
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23.	<b>EXTRA CURRICULAR ACTIVITIES</b>			
23.1.	SPORTS e.g. athletics, netball (state sport code/s)			
23.2.	MUSICAL INSTRUMENT e.g. piano, flute (state instrument/s)			
23.3.	(Mark appropriate box with an X)			
	DRAMA		CHOIR	
	ART		DRUM MAJORETTES	
	DEBATING		OTHER (state other):	
	CHESS		OTHER (state other):	

24.	<b>PROFESSIONAL ACTIVITIES</b> ( e.g. educator union; sports body; board; council)		
	ORGANISATION/BODY	POSITION HELD ( state provincial/national)	DURATION OF OFFICE
24.1.			
24.2.			
24.3.			
24.4.			
25.4.			

26.	<b>SOCIAL RESPONSIBLTY ROLE</b> ( e.g. community based activities; SRC chairperson)	
	POSITION HELD	RESPONSIBILITIES
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

27.	<b>PERSONAL QUALITY TRAITS ( i.e. your strengths)</b>
27.1.	
27.2.	
27.3.	
27.4.	
27.5.	

28.	<b>OTHER RELEVANT INFORMATION (e.g. awards; scholarships; study tours)</b>
28.1.	
28.2.	
28.3.	
28.4.	
28.5.	

29.	<b>EMPLOYMENT CHECKS (* where you have answered “YES” certain restrictions <u>MAY</u> be placed on your employment/promotion)</b>						
29.1	Have you ever been convicted of misconduct?	YES	NO	29.3.	Have you ever taken early retirement due to ill health?	YES	NO
29.2.	Have you ever been criminally charged?	YES	NO	29.4.	Have you opted for a Voluntary Severance Package (VSP)	YES	NO
	* Explanation:..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....						

30.	<b>REFERENCES</b>		
	<b>NAME</b>	<b>CONTACT DETAILS</b>	<b>RELATIONSHIP</b>
30.1.			
30.2.			
30.3.			

31.	<b>DECLARATION</b>
<p>I declare that the above information is true and correct. I understand that any false or incorrect statement can constitute misrepresentation and could render me liable to be discharged on account of misconduct. I declare that all required documents attached are a true copy of my original certificates and therefore are regarded as authentic.</p>	
_____	_____
<b>SIGNATURE OF APPLICANT</b>	<b>DATE</b>