



**PETRA DIAMONDS (PTY) LTD
INTERNAL / EXTERNAL JOB APPLICATION**

Please note the following documentation must accompany this application: Certified copies of the Applicant's ID, Qualifications, Driver's License and a CV **(NO APPLICATIONS WILL BE CONSIDERED WITHOUT AN APPLICATION FORM AND THESE DOCUMENTS)**

Are you currently employed by Petra Diamonds (Pty) Ltd (mark with an X)	YES	NO
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SECTION A – JOB DETAILS (TO BE COMPLETED BY RECRUITMENT AGENCY AND OR APPLICANT)			
NAME OF POSITION APPLIED FOR			ADVERT REFERENCE NUMBER
POSITION ADVERTISED IS IT?	PERMANENT	TEMPORARY	ADVERT CLOSING DATE
IS APPLICANT CURRENTLY EMPLOYED	YES	NO	IF YES, PLEASE INDICATE NOTICE PERIOD AT CURRENT EMPLOYER
RECRUITMENT AGENCY NAME (if applicable)			CONTACT PERSON OF AGENCY
AGENCY E-MAIL ADDRESS			AGENCY CONTACT NUMBER

PLEASE NOTE:

SECTIONS B – K: Applicable to all external and internal applicants
This section must be completed by the applicant or the Recruitment Agency on behalf of the Applicant.

SECTIONS L & M: **Applicable to internal applicants only and must be completed by the applicant's Supervisor**
DEFINITION OF INTERNAL APPLICANTS = Employees who are currently in the employ of Petra Diamonds

SECTION B - APPLICANT'S PERSONAL DETAILS (TO BE COMPLETED BY EXTERNAL AND INTERNAL CANDIDATES)							
CANDIDATE SURNAME						TEL. NO. (HOME)	
CANDIDATE'S FULL NAMES						CELL NUMBER	
PREFERRED NAME						TEL. NO. (WORK)	
E-MAIL ADDRESS						TEL. NO. (FAX)	
TITLE	PROF	DR	MR	MRS	MISS	COMPANY NUMBER (INTERNAL CANDIDATES ONLY)	
GENDER	MALE	FEMALE	DRIVERS LICENCE		YES	NO	DRIVERS LICENSE CODE
NATIONALITY				ID NUMBER			
MARITAL STATUS	MARRIED		SINGLE		DIVORCED	WIDOWED	DATE OF MARRIAGE
DO YOU HAVE A DISABILITY?	YES		NO		IF YES PLEASE EXPLAIN		
COST TO COMPANY/SALARY OF CURRENT POSITION							

SECTION C - APPLICANT'S ADDRESS DETAILS (TO BE COMPLETED BY EXTERNAL CANDIDATES ONLY)			
POSTAL ADDRESS			PHYSICAL ADDRESS
CITY			CITY
PROVINCE			PROVINCE
POSTAL CODE			POSTAL CODE

SECTION D - APPLICANT'S HIGHEST SCHOOL QUALIFICATION (TO BE COMPLETED BY EXTERNAL AND INTERNAL CANDIDATES)		
NAME OF HIGH SCHOOL		
HIGHEST STANDARD / GRADE PASSED		YEAR PASSED

SECTION E - APPLICANT'S TERTIARY QUALIFICATION DETAILS (TO BE COMPLETED BY EXTERNAL AND INTERNAL CANDIDATES)		
HIGHEST QUALIFICATION		YEAR OBTAINED
INSTITUTION OBTAINED FROM		
TRADE TEST QUALIFICATIONS		
TRADE TEST (SPECIFY TRADE)		YEAR OBTAINED
INDICATE INSTITUTION WHERE TRADE TEST WAS OBTAINED		TRADE TEST CERT NO
INDICATE TRAINING PATH / SECTION OBTAINED (Section 13 or Section 28)		Indicate Engineering Industry (MQA, MIETTB, MERSETA)



SECTION F – FUTHER STUDIES
(TO BE COMPLETED BY EXTERNAL AND INTERNAL CANDIDATES)

ARE YOU STUDYING AT PRESENT?	YES	NO	IF YES, WHAT ARE YOU STUDYING?	
INSTITUTION NAME THAT YOU ARE STUDYING THROUGH?				
CURRENT YEAR OF STUDY		INTENDED END DATE OF STUDY		

SECTION G - APPLICANT'S LANGUAGE ABILITY
(TO BE COMPLETED BY EXTERNAL CANDIDATES ONLY)

	INDICATE LANGUAGE	READ	WRITE	SPEAK
1				
2				
3				
4				

SECTION H - ADDITIONAL COURSES
(TO BE COMPLETED BY EXTERNAL CANDIDATES ONLY)

COURSE NAME	INSTITUTION NAME	YEAR OBTAINED

SECTION I - EMPLOYMENT HISTORY (TO BE COMPLETED BY EXTERNAL AND INTERNAL CANDIDATES)
START WITH CURRENT/MOST RECENT EMPLOYMENT

NAME OF EMPLOYER	POSITION HELD	START DATE DD/MM/YYYY	END DATE DD/MM/YYYY	REASON FOR TERMINATION OF EMPLOYMENT	NAME & SURNAME REFERENCE PERSON	CONTACT NUMBER OF REFERENCE PERSON
1						
2						
3						
4						
5						
6						
7						
8						

SECTION J – ANY ADDITIONAL INFORMATION / COMMENTS NOT COVERED IN SECTIONS ABOVE
(TO BE COMPLETED BY EXTERNAL CANDIDATES ONLY)

SECTION K - APPLICANT DECLARATION

I declare that the information on this form is correct and I acknowledge / understand that any false declaration or misrepresentation of facts in this application may render any employment agreement with Petra Diamonds (Pty) Ltd null and void.

PRINT APPLICANT'S NAME AND SURNAME			
APPLICANT SIGNATURE		DATE	



FOR INTERNAL APPLICANTS ONLY

(INTERNAL APPLICANTS = EMPLOYEES CURRENTLY IN THE EMPLOY OF PETRA DIAMONDS (PTY) LTD)

SECTION L – TO BE COMPLETED BY APPLICANT’S SUPERVISOR

PLEASE GIVE AN OBJECTIVE ASSESSMENT OF THE APPLICANT IN QUESTIONS ASKED BELOW

a) Please provide details regarding the applicant’s present job, for example: quality of work, achievement of objectives, energy, initiative, interpersonal relations, leadership, etc.

b) Is candidate suitable for potential promotion/job applied for?

c) Details, which in your opinion, will affect the transfer, if applicable?

d) Please provide the soonest release date:

SECTION M – SUPERVISOR DETAILS

PRINT SUPERVISOR’S NAME AND SURNAME			
SUPERVISORS SIGNATURE		CONTACT NUMBER	
SUPERVISOR’S DESIGNATION		DATE	

FOR OFFICE USE ONLY - SHORTLISTING

(TO BE COMPLETED BY PANEL MEMBERS ONLY)

PANEL MEMBER NAME & SURNAME	CV SCREENED (YES / NO)	SUITABLE FOR SHORTLIST (YES / NO)	PROVIDE PREFERRED INTERVIEW DATE	REMARKS

FOR OFFICE USE ONLY - HUMAN RESOURCES

HR OFFICIAL (TO INFORM PERSON / AGENCY OF OUTCOME)

PRINT HR OFFICIAL NAME AND SURNAME			
SIGNATURE		DATE NOTIFIED	
PERSON WHO WAS NOTIFIED		NOTIFICATION METHOD (PHONED / E-MAILED/ FAXED)	
NOTIFICATION METHOD CONTACT DETAILS			