

Thank you for sending us your CV. We would like to get you onto our database for possible future jobs that could match your experience and skills. Please complete this form and return to us as soon as possible. *Note that we will be in contact with you as soon as a position becomes available that matches your skills, experience and salary expectation. Without this information we cannot input you on our database.*

|  |
| --- |
|  |

**POSITION APPLYING FOR**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Date** |  | |
| **Surname** |  | |
| **First Name/s** |  | |
| **Gender** |  | |
| **Contact Phone numbers** | H: | W: |
| Mobile: | |
| **Another Contact Person if we cannot reach you** | Name: | |
|  | Contact numbers: | |
| **Skype address** |  | |
| **ID Number and date of birth** |  | |
| **Private E-mail address** |  | |
| **Home Language** |  | |
| **Other languages (fluency)** |  | |
| **Nationality** |  | |
| **If not RSA nationality, state work permit & validity period/RSA permanent resident permit validity** | (include copy of Valid Permit with Application Form) | |
| **Qualifications: *Only list highest completed qualifications*** |  | |
| **Do you have a driver’s license?** |  | |
| **Own Vehicle**  **(Please tick)** | Yes | No |
| **Current Employment (name of employer)** |  | |
| **Current job title** |  | |
| **Current /last Salary**  **(Total Cost to Company – before deductions)**  **ATTACH COPY OF LATEST SALARY ADVICE** |  | |
| **Computer Literacy**  **(please state IT programmes you are proficient in)** |  | |
| **Notice Period {NP} Please refer to your current employment contract to ensure your current NP is correct** |  | |
| **Salary Requirement (including benefits) *before deductions*** |  | |
| **Which province in RSA /country are you currently based?** |  | |
| **If you are willing to relocate, please indicate to which provinces in RSA** |  | |
| **Summary of technical key skills e.g. HIV/AIDS, project management etc.** |  | |

**Standard conditions of recruitment:**

* MaraisButton & Associates shall be under no obligation to find employment for a candidate but will endeavor to secure suitable employment
* An offer of employment is not made until written details are received from the Client. MB&Assoc. does not accept any responsibility and shall not be liable for any loss suffered by the candidate by reason of the candidate’s decision to resign from his/her current employment or engagement before or after receipt of the client’s written offer
* If, following an introduction from MB&Assoc., the candidate receives an offer of employment or any form of engagement to work for or with a client introduced by MB&Assoc, the candidate shall inform MB&Assoc. immediately and provide MB&Assoc. with full details of the offer. Should a client make direct contact with a candidate, it is the candidate’s responsibility to immediately inform MB&Assoc.
* If a candidate is shortlisted for an interview with a client and cannot attend the interview anymore, the candidate will phone the recruitment consultant immediately to inform her. Do NOT send a written notification including email or social media.
* The candidate undertakes to keep MB&Assoc. up to date with any changes in his/her CV and salary increase.
* Should a candidate no longer be on the job market then he/she must inform the recruitment consultant at MB&Assoc.

Signed on this day……………………………………. at …………………………………………………………………..

Candidate name: ……………………………………………………………………………………………………………….

Candidate signature: …………………………………………………………………………………………………………