



# de wet van schalkwyk

ING./INC. ■ GEREGISTREERDE GEOKTROOIEERDE REKENMEESTERS & OUDITEURS ■ REGISTERED CHARTERED ACCOUNTANTS & AUDITORS (SA)

## APPLICATION FORM FOR NEW EMPLOYEE

(also see [terms and conditions](#) attached)

Vacant position: SAICA / SAIPA trainee contract (Please specify): .....

1 Full first names: .....

2 Name by which you are known: .....

3 Residential address: .....

.....  
.....

4 Postal address: .....

.....  
Postal code: .....

7. Telephone (code and number): Home: .....

Cellular: .....

8. Email address: .....

9. Identity number: .....

10. Maiden name: .....

11. Current employer: .....

12. Job description: .....

13. Place of birth: .....



14. Do you have the following:

Driver's license:	Yes	No	Vehicle:	Yes	No
-------------------	-----	----	----------	-----	----

15. Hobbies: .....

16. Sports activities: .....

17. Do you have any business interests? .....

18. Please give reasons why you applied for this position:  
 .....  
 .....  
 .....  
 .....  
 .....

19. How did you become aware of this position?.....

20. Your state of health: .....

21. Which languages can you:

Talk: .....

Read and write: .....

22. Do you have an unemployment insurance card?.....

23. Details of academic career:

23.1 School from .....(year) to .....(year). Matriculation results:

School	Subject	Symbol



## 23.2 Further qualifications (or subjects, if in process):

Institution	Degree/Certificate/Diploma/Subject	Year

23.3 At which university are you currently studying? .....

23.4 What is your university registration number? .....

23.5 At which university do you intend studying next year? .....

## 24. Previous employment:

Name of employer	Period	Position	Initial annual salary	Annual salary at termination of service	Reason for resigning/ termination

## 25. References:

Name	Address	Telephone	Occupation
1.			
2.			
3.			

## 26. Salary:

26.1 Current remuneration: Salary per month: R .....

Bonus per annum: R .....



Fringe benefits per month: R .....

26.2 Salary required: R .....

27. Date on which employment can commence: .....

SIGNED AT..... DATE: .....

SIGNATURE.....

Include the following documents with your application:

- 1 A CV
- 2 Academic record and certified copies of qualifications
- 3 Copy of ID document and driver's license

*(continued)*

FOR OFFICE USE	
Probationary period:	.....
General remarks and impressions:	.....
	.....
	.....
	.....
	.....
	.....
Salary offered: R.....	
Appointed from:.....	
Not appointed:.....	
Do we have to notify? Yes/No .....	
Did we notify? Date:.....	



## APPLICATION FORM FOR NEW EMPLOYEE – TERMS AND CONDITIONS FOR EMPLOYMENT AT AUDITING FIRM

I, ....., hereby apply for fulltime employment at audit firm, on the following terms and conditions:

- 1 I am aware of the fact that a properly completed and signed application form and the supporting documentation create a valid application for this position.
- 2 If my application form does not comply with these requirements, I realize that it will not be deemed an application in terms of the firm’s employment policy.
- 3 I am aware that, although more than one application will be received by the firm, only a limited number of opportunities will be available.
- 4 I agree and that the inherent requirements for the position for which I apply, are, inter alia, the following:

4.1 Computer skills (indicate which computer program)

YES	NO
-----	----

4.1.1 .....

4.1.2 .....

4.1.3 .....

4.1.4 .....

4.2 Language skills (indicate) - .....

YES	NO
-----	----

4.3 Can speak and write Afrikaans and English fluently

YES	NO
-----	----

4.4 Sense of duty

YES	NO
-----	----

4.5 Self discipline

YES	NO
-----	----

4.6 I have obtained the degree ..... from an institution recognised by SAICA

YES	NO
-----	----



- 4.7 I have obtained the required performance standard in a practical test
- |     |    |
|-----|----|
| YES | NO |
|-----|----|
- 5 The firm may use information obtained from me in my application form or in subsequent tests or evaluations in any dispute that may arise between the parties.

A accept the terms and conditions applicable to my application for this position.

I certify the accuracy of the information supplied in this application form and the accompanying documentation. Should any of this information later be proved to be inaccurate, I accept it that it will disqualify my application immediately or should I already commenced service it may become the basis for my dismissal.

.....  
SIGNATURE

.....  
DATE

