



KOPANONG INTERNATIONAL
Uniting Farmers. Nurturing Communities.

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FOUR ON REITZ CENTRE
Office No. B3
2nd Floor
Boland Region
Western Cape
Republic Of South Africa

Job Application Form

Position Applied For: _____

Reference Number (if applicable): _____

Section 1: Personal Details

Title (Mr/Mrs/Ms/Dr/Other): _____

Full Name: _____

ID Number: _____

Date of Birth: _____

Gender: Male / Female / Other

Nationality: _____

Race (Optional - for EE purposes): African / Coloured / Indian / White / Other

Home Language: _____

Other Languages Spoken: _____

Contact Information:

- Physical Address: _____
- Postal Address (if different): _____
- Cellphone Number: _____
- Email Address: _____

Section 2: Employment Eligibility

- Are you a South African citizen? (Yes / No)
- Do you have a valid work permit? (Yes / No)
- If no, are you eligible to work in South Africa? (Yes / No)

Section 3: Educational Background

Highest Qualification: _____

Institution: _____

Year Completed: _____

Additional Qualifications:

Qualification	Institution	Year Completed

Section 4: Work Experience

Current/Most Recent Employer:

- **Company Name:** _____
- **Position Held:** _____
- **Employment Period:** From _____/_____/____
To _____/____/____
- **Reason for Leaving:** _____

Previous Employment:

Employer	Position	Duration	Reason for Leaving

Section 5: Skills & Competencies

- **Technical Skills:** _____
- **Computer Literacy:** _____
- **Driver's License (Yes/No):** _____ (If yes, specify type: Code ____)

Section 6: References

Reference 1:

- **Name:** _____
- **Position:** _____
- **Company:** _____
- **Contact Number:** _____
- **Email:** _____

Reference 2:

- **Name:** _____
- **Position:** _____
- **Company:** _____
- **Contact Number:** _____
- **Email:** _____

Section 7: Declaration & Consent

I, _____, declare that all the information provided in this application is true and correct. I understand that any false information may lead to disqualification or termination of employment.

Signature: _____

Date: ____/____/____

Attachments Checklist

- Certified copy of ID
- Certified copies of qualifications
- Updated CV
- Proof of registration (if applicable, e.g., HPCSA, SACE)
- Driver's license (if required)

For Office Use Only:

- **Date Received:** __/__/__
- **Received By:** _____
- **Application Status:** Pending / Shortlisted / Rejected

This form complies with South African labour laws, including the **Employment Equity Act (EEA)** and **Protection of Personal Information Act (POPIA)**.

Company Name: _____

HR Contact: _____

Email: _____

Phone: _____

Job Application Form – Terms & Conditions

Company Name: _____

Position Applied For: _____

General Terms & Conditions (Applicable to All Sectors)

1. Data Protection & Privacy

- By submitting this application, you consent to the processing of your personal information under the **Protection of Personal Information Act (POPIA)**.
- Your data will be used solely for recruitment purposes and stored securely.

2. Employment Equity (EEA Compliance)

- The company is committed to employment equity. Race, gender, and disability status (if disclosed) will be used for reporting in line with the **Employment Equity Act (No. 55 of 1998)**.

3. Verification & Background Checks

- Any misrepresentation of qualifications, experience, or criminal record may result in disqualification or termination.
- The company reserves the right to conduct:
 - Credit checks (for finance roles)
 - Criminal record checks (for positions of trust)
 - Driver's license validation (for transport roles)

4. Application Process

- Only shortlisted candidates will be contacted.
- Unsuccessful applications may be kept on file for **6 months** unless otherwise requested.

5. Consent for Reference Checks

- By signing, you authorize the company to contact provided references.
