

## Audit & Risk Committee (ARC) Application Form

<p><b>WHAT IS THE PURPOSE OF THIS FORM</b></p> <p>To assist NGB in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p><b>WHO SHOULD COMPLETE THIS FORM</b></p> <p>Only persons wishing to apply for an advertised position in NGB.</p> <p><b>ADDITIONAL INFORMATION</b></p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p><b>SPECIAL NOTES</b></p> <p>1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable NGB to comply with the Employment Equity Act.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants must attach a CV.</p>	<b>A. THE ADVERTISED POST</b>				
	Position applied for:				
	Reference number (as stated in the advert)				
	If you are offered the position, when can you start <b>OR</b> how much notice must you serve with your current employer?				
	<b>B. PERSONAL INFORMATION</b>				
	Surname				
	First Names				
	Date of Birth				
	ID number <sup>2</sup>				
	Race <sup>3</sup>	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	Gender <sup>3</sup>		<i>FEMALE</i>	<i>MALE</i>	
	Do you have a disability? <sup>3</sup>		<i>YES</i>	<i>NO</i>	
	Are you a South African Citizen?		<i>YES</i>	<i>NO</i>	
	If no, what is your Nationality				
	And do you have a valid work Permit?		<i>YES</i>	<i>NO</i>	
Have you ever been convicted of a criminal offence or been dismissed from employment? <sup>4</sup>		<i>YES</i>	<i>NO</i>		
If your profession or occupation requires State or official registration, provide date and particulars of registration.					
<b>C. HOW DO WE CONTACT YOU?</b>					
Telephone number during office hours					
Correspondence contact details					

#### D. DISCIPLINARY RECORD

Have you ever been dismissed from work for misconduct	Yes	No
If yes, indicate name of the organisation/institution		
Type of misconduct or transgression		
Date of resignation/disciplinary case finalised		
Did you resign from your job pending finalisation of the disciplinary proceedings? If yes, provide details on a separate page.	Yes	No

#### E. CRIMINAL RECORD

Have you ever been convicted of a criminal offence?	Yes	No
If yes, provide the type of criminal act		
Date that criminal case is finalised		
Date that case was finalised		
Outcome or judgement		

#### F. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'

	Languages (specified)					
Speak						
Read						
Write						

#### G. QUALIFICATIONS

*Starting with Matric or Grade 12 (complete for each qualification completed)*

Name of Institution	Name of Qualification	Year Obtained

#### H. WORK EXPERIENCE

Employer (including current employer)	Post held	From		To		Reason for Leaving
		MM	YY	MM	YY	

**I. REFERENCES**

Name	Relationship to you	Tel. No. (office hours)

**J. DECLARATION**

*I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.*

Signature:

Date: