NATIONAL PRODUCTIVITY & COMPETITIVENESS COUNCIL

CONFIDENTIAL

**VACANCY APPLICATION FORM**

General Information and instructions to candidates:

1. Fill in each detail completely and accurately. Incomplete information on this application may disqualify the applicantor may cause delays. False information may lead to rejection or dismissal.

2. This form must be handwritten in BLOCK CAPITAL LETTERS only.

3. Application should include motivation letter of not more than 300 words in own handwriting describing the reason for applying for the job and the plus value the applicant would bring to the NPCC.

4. Do not leave any item blank. If it is not applicable, indicate “NA”

5. Copies of educational and any other certificates, testimonials should be attached to the application form. Originals should be submitted upon request.

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| SURNAME (including Maiden Name if applicable) |  |
| OTHER NAMES (in full): |  |
| ADDRESS |  |
| PHONE Nos: |  |
| EMAIL ADDRESS |  |
| MARITAL STATUS |  |
| DATE OF BIRTH: (dd-mm-yyyy) |  |
| NATIONALITY |  |
| LANGUAGES (Written) |  |
| LANGUAGES (Spoken) |  |
| **EDUCATIONAL DETAILS** | |
| TERTIARY QUALIFICATIONS |  |
| NAME OF TERTIARY INSTITUTION/S |  |
| SECONDARY QUALIFICATIONS |  |
| NAME OF COLLEGE/SCHOOL |  |
| **EMPLOYMENT HISTORY:** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Company Name** | **Post Held** | **Period** | **Reason for Leaving** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
| **TOTAL WORKING EXPERIENCE** |  |
| **Knowledge and use of Accounting Software\*** |  |
| **REFEREES (at least 2)** | |  |  |  | | --- | --- | --- | | **Name** | **Organisation** | **Contact details** | |  |  |  | |  |  |  | |
| **ANY ADDITIONAL DETAILS RELEVANT TO THE JOB BEING APPLIED FOR** |  |
| **HAVE YOU BEEN THE SUBJECT OF AN INVESTIGATION?** | Yes No |

\*Note: **NPCC uses the Sage pastel Accounting software**

|  |  |
| --- | --- |
| **HAVE YOU EVER BEEN PROSECUTED BEFORE A COURT OF LAW FOR ANY OFFENCE AND SUBSEQUENTLY FOUND GUILTY?** | Yes No |

***Notes:***

***Additional Leaflets may be added if required.***

To the best of my knowledge, the facts set forth in my application for employment are true and complete. I understand that if considered for employment, any false statement may result in my failure to receive an offer or if I am hired, my termination of employment.

**Date: Signature of applicant:**

Thank you for completing this form. Due to the volume of applications we receive, only shortlisted applicants will be contacted.

Please return your completed application form (on or before the closing date specified in the advertisement) to:

The Executive Director

National Productivity and Competitiveness Council

3rd Floor, The Catalyst

Silicon Avenue, Cybercity

Ebene 72201