

# dk construction



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cc Reg. 2014/ 07513

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## CONFIDENTIAL

### APPLICATION FOR EMPLOYMENT

Position applied for:		
Advertisement (Furnish name and date of newspaper):		
Have you previously applied for employment with DK Construction?		
Yes:	No:	Date:
Have you been previously employed with DK Construction?		
Yes:	Period:	No:
Surname: Mr/ Mrs/ Miss		Maiden Name:
Christian Names:		
Residential Address:		
Do you own above-mentioned property?	Yes:	No:
Postal Address:	Telephone No:(w)	
	(h)	
	Cellular no:	
	e-mail address:	
State alternative way of communication if not telephonically:		
Date of Birth:	Age:	Identification No:
Place of Birth:	Country:	
Are you a Namibian Citizen:	Period of residence in Namibia:	
Namibian Passport Number:	Place of issue:	
Validity of passport expires on:		
Permanent residence permit no: (If applicable)		
Place and date of issue:		

Drivers licence: Yes/ No		Type: Extra heavy duty/ heavy duty/ light:		
Licence number:		Place and date of issue:		
Single/ Married/ Separated		Date:		
Divorced/ Widow/ Widower:		Date:		
Christian Names of Spouse:				
Occupation of Spouse:				
Date of birth of Spouse:				
If single - name and address of nearest relative:				
Particulars of dependant children	Name	Date of Birth	Sex	Do they reside with you
Other dependants (If any); and relationship?				
Are you presently in good health?				
Do you suffer or have you previously suffered from any of the following physical ailments:				
Heart: Yes/ No	Back: Yes/ No	Epilepsy: Yes/ No	High Blood pressure: Yes/ No	
Lung disease or asthma: Yes/ No				
Details of previous illnesses and/ or accidents:				
Have you undergone any operations? Yes/ No				
If yes please provide details:				
Interests/ Hobbies and sports participated in:				





Have you ever been convicted of a criminal offence? Yes/ No:  
 If yes, give full particulars:


Have you ever been declared insolvent: Yes/ No  
 If yes, state particulars and if rehabilitated state date and place of court order:


Present Salary: N\$ \_\_\_\_\_ per month/ Year Bonus: N\$ \_\_\_\_\_  
 \_\_\_\_\_ month/ year

Allowances : N\$ \_\_\_\_\_ per month/ Year Nature: \_\_\_\_\_

N\$ \_\_\_\_\_ per month/ Year Nature: \_\_\_\_\_

Other monetary benefits: \_\_\_\_\_

Earliest commencing date: \_\_\_\_\_

Basic Salary expected : N\$ \_\_\_\_\_ Per/ Month-Year

I certify that the information in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for dismissal from employment. Further, I hereby authorize my former employer(s), and any other individual or organization to provide information solicited by the company, and I hereby release and discharge each of the above, including the company, from any liability of any kind or nature.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

**TO BE COMPLETED BY ADMINISTRATION**

<b>Suitable/ Unsuitable:</b>		<b>New appointment/ Re-appointment:</b>	
<b>Designation:</b>	<b>Grade:</b>	<b>Salary Scale:</b>	
<b>Department:</b>	<b>Section:</b>	<b>Recommended Salary:</b>	
<b>Additional post approved/ Not approved</b>			
<b>Existing vacancy: To replace:</b>			
<b>Total number of vacancies in same position:</b>			
<b>Years appropriate experience:</b>			
<b>Responsible to (State designation):</b>			
<b>Remarks:</b>			

**Date:** \_\_\_\_\_ **Personnel Officer:** \_\_\_\_\_

**FOR USE BY MD DK CONSTRUCTION**

<b>Remarks:</b>

**Date:** \_\_\_\_\_ **MD DK Construction** \_\_\_\_\_