



## APPLICATION FOR EMPLOYMENT

## WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

## WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

## ADDITIONAL INFORMATION

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.

## SPECIAL NOTES

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.

2 - Passport number in the case of non-South Africans.

3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 - This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

## A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised) <b>General Workers</b>	Department where the position was advertised <b>Public service and Administration</b>
Reference number (as stated in the advert) <b>DPSA 02/2026)</b>	If you are offered the position, when can you start OR how much notice must you serve with your current employer? <b>1 WEEK</b>

B. PERSONAL INFORMATION<sup>1</sup>

Surname and Full names		<b>Makaleng Pollet</b>															
Date of Birth	DD/MM/YY <b>19/11/93</b>	Identity Number	9	3	1	1	1	9	0	7	7	0	0	8	3		
	Passport <sup>2</sup> number	N	/	A													
Race <sup>3</sup>	<b>African</b> <input checked="" type="checkbox"/>	<b>White</b> <input type="checkbox"/>	<b>Coloured</b> <input type="checkbox"/>			<b>Indian</b> <input type="checkbox"/>			<b>Other</b> <input type="checkbox"/>								
Gender <sup>3</sup>	Female <input checked="" type="checkbox"/>		Male <input type="checkbox"/>														
Do you have a disability?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
Are you a South African citizen?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>														
If no, what is your nationality?	<b>N/A</b>																
Do you have a valid work permit? (only if non-South African)	Yes <input type="checkbox"/>		N/A													No <input type="checkbox"/>	
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? <sup>5</sup> If yes (provide the details)	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
Do you have any pending criminal case against you? If yes, (provide the details) <sup>5</sup>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
Have you ever been dismissed for misconduct from the Public Service? <sup>4</sup>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
If yes (provide the details) <sup>6</sup>	<b>N/A</b>																
Do you have any pending disciplinary case against you? If yes, (provide the details)	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
Have you resigned from a recent job pending any disciplinary proceeding against you? <sup>4</sup> If yes, (please note that the provisions of the Public Service Act shall apply)	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? <sup>4</sup>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? <sup>6</sup> If yes, (provide the details) <sup>6</sup>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>														
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?	Yes <input type="checkbox"/>		N/A													No <input type="checkbox"/>	
Please specify the total number of years of experience you have	Private Sector	<b>2</b>														Public Sector	<b>0</b>
	Date	<b>N/A</b>														Reg. No	<b>N/A</b>


8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.	<b>C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS</b>				
	Preferred language for correspondence				English
	Method for correspondence	Post <input type="checkbox"/>	E-mail <input type="checkbox"/>	Fax <input type="checkbox"/>	Tel <input checked="" type="checkbox"/>
	Contact details (in terms of the above)	0766504893 /0679133951			

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'					
	Languages (specify)				
	English	sepedi	setswana	isizulu	sotho
Speak	Good	Good	Good	Good	Fair
Write or read	Good	Good	Good	Good	Fair

E. FORMAL QUALIFICATION <sup>7</sup> (from highest to the lowest)		
Name of School/Technical College	Name of qualification obtained	Year obtained
University of South Africa	Bachelor of Administration (human settlements management)	2025
University of South Africa	higher Certificate in Marketing Management	2020
Mamagogo Secondary School	Grade 12	2012
Current study (institution and qualification): N/A		

F. WORK EXPERIENCE (Also attach a detailed CV) <sup>6</sup>						
Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
Pelotona Secondary school	Education Assistant	07	2021	08	2022	end of the contract
Pelotona Secondary school	bus conductor	10	2022	09	2023	End of the contract
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, Provide the name of the previous employing department and indicate the nature of the condition.						N/A

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)
Y M Baloyi	supervisor	+27 63 677 8924
PE Sehole	Principal	+27 82 552 1413
Kamogelo Ngwato	team leader	+27760708051

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 provided will result in my application being disqualified or disciplinary action taken against me if I am appointed:	
Signature: 	Date: 13/02/2026

# Pollet Makaleng

Soshanguve, Pretoria

0766504893 | polletmakaleng@gmail.com

## Objective

Professional Administrative Assistant with over 2 years' experience in office administration, data capturing, record management and stakeholder support. Holds a Bachelor of Administration (Human Settlements Management). Proficient in MS Word, Excel, document control and office coordination. Seeking an administrative or office support role where strong organisational and communication skills can add value.

## Experience

- **Pelotona Secondary school** July 2021 - Sep 2023  
Education Assistant
  - Provided administrative and clerical support to school management and educators
  - Captured and updated learner data, registers and official records
  - Managed filing systems (manual and electronic) ensuring accuracy and confidentiality
  - Assisted with front-desk duties, parent enquiries and internal communication
  - Prepared documents, reports and correspondence
  - Supported compliance with Department of Education administrative requirements

## Education

- **University of South Africa (UNISA)** 2022-2025  
Bachelor of Administration (Human Settlements Management)  
Health service Management
- **University of South Africa** 2020  
Higher Certificate  
Marketing Management
- **Mamagogo high School** 2012  
Matric  
Grade 12

## Skills

- Office Administration & Clerical Support
- Data Capturing & Database Updating
- Filing Systems & Record Management
- Document Control
- Front Desk & Client Service
- MS Word, Excel & Email (Outlook/Gmail)
- Report Writing & Correspondence
- Time Management & Attention to Detail
- Confidential Information Handling

## References

- References available on request