

**APPLICANT REGISTRATION FORM**

**FOR OFFICE USE ONLY**



Captured on System By: \_\_\_\_\_

INDUSTRY

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**PERSONAL DETAILS:**

Positions Interested In: \_\_\_\_\_ **Application Date:**

First Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Known As: (Nickname) \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Current Salary: \_\_\_\_\_ Expected Salary: \_\_\_\_\_  
*Basic*  *Netto*  *CTC*  *Basic*  *Netto*  *CTC*

Notice Period: \_\_\_\_\_ Expected Benefits: \_\_\_\_\_

Nationality: \_\_\_\_\_ ID Nr.: \_\_\_\_\_

Gender: Male:  Female:  Marital status: \_\_\_\_\_

Number of Dependents: \_\_\_\_\_ Do you belong to a previously disadvantage group?: YES  NO

Drivers Licence: YES  NO  Drivers Licence Code:  Own Car: YES  NO

Contact details: (Cell) \_\_\_\_\_ | (Work) \_\_\_\_\_ | (Home) \_\_\_\_\_

Email: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Other Towns/Regions you want to work in: \_\_\_\_\_



**EDUCATIONAL DETAILS:**

High School Attended: \_\_\_\_\_

Year Completed: \_\_\_\_\_ Highest Grade Obtained: \_\_\_\_\_

Subjects: \_\_\_\_\_

**DEGREE'S OR DIPLOMA'S:**

\_\_\_\_\_

\_\_\_\_\_

**KNOWLEDGE OF COMPUTER PROGRAMS:**

\_\_\_\_\_

\_\_\_\_\_

**EXTRA COURSES:**

\_\_\_\_\_

\_\_\_\_\_





Complete, by making marking all the boxes of which you have knowledge or experience  
 EG. **One** ✓ if you have **knowledge** of that; **Two** ✓✓ if you have **experience** of that; **Three** ✓✓✓ you are an **expert!**

TYPING		HUMAN RESOURCES		INSURANCE	
<i>Example - Expert Typing</i>	✓✓✓	<i>Example - Experience in Excel</i>	✓✓	<i>Example: Knowledge of Pastel</i>	✓
Straight copy typing (wpm)		Recruitment / Interviewing		Pension Fund Administration	
Typing Invoices/Statements		Develop Training Material		Pension Fund Claims	
Capturing Figures		Facilitate Training Workshop		Medical Aid Claims	
Type bills of Landing/Indents		Training co-ordinator		Medical Aid Administration	
Type Spreadsheets		Conduct Disciplinary Hearing		Life Insurance Admin	
Type Quotations		Namibian Labour Law		Short term Insurance Admin	
Type Engineering documents		Wage Negotiations		Broker	
Type Architectural docs		Personnel Administration		Broker's Assistant	
Typing Conveyance docs		Salary/ Benefit Admin		Insurance Contract Preps	
Typing Litigation		Payroll Administration		Insurance Sales	
Typing Contracts		Membership Administration		<b>INFORMATION TECHNOLOGY</b>	
Typing Court docs		Psychometric Testing		Hardware Service	
Mention other docs you do		Staff Counselling		Technical Support	
1.		Conflict Management		Network Support	
2.		<b>ACCOUNTS</b>		Programming Languages	
3.		Debtors		1.	
<b>OTHER SECRETARIAL WORK</b>		Creditors		2.	
Working with E/Mail		Credit Control		3.	
Working with Internet		Debt Collecting		NQA Database Administrate	
Working with MS Word		Daily Banking		Linux-Unix	
Working with MS Excel		Bank Recons		Cabling/ Electrical	
Working with MS PowerPoint		Cash Book		Internet support	
Mention other programs		General Ledger		Intranet support	
1.		Nominal Ledger		Lan Support	
2.		Purchase Journal		Wan Support	
3.		Month end Statements		Other Software Support	
Write shorthand		Bookkeeping to Trial Bal.		<b>KNOWLEDGE OF COMPUTER PROG.</b>	
Dictaphone Typing		Full Balance Sheet		Pastel	
Minutes of Meetings		Tax Preparation		Accpac	
Reports Writing		VAT preparation		Other Accounting Programs	
Personal Assistant		Internal Audits		1	
Diary Management		Salaries and Wages		2	
<b>RECEPTION WORK</b>		<b>BANKING</b>		3	
Sent/ Receive faxes and mail		Accounts		Graphic Design Programs	
Switchboard answer		Internal Audits		1.	
1. How many lines:		Bonds		2.	
2. How many extensions:		Credit Control		Architectural Programs	
Deal with walk-in clients		Enquiries		1.	
Handle Petty-Cash		Client Liaison		2.	
Receive Payments		General Ledgers		Draughting Programs	
Handle client questions		Hire Purchase		1.	
Handle client problems		Credit Applications		2.	
Filing		Foreign Exchange		Other Computer Programs	
<b>Other Administration</b>		Corporate Marketing		1.	
Stationary Control		Fleet Management		2.	
Stock Control		Business Loans		3.	
Orders Take		Finance Service Marketing		4.	