

# HELDERBERG COLLEGE

## EMPLOYMENT QUESTIONNAIRE

1. Details regarding post:

Designation: \_\_\_\_\_  
Date of commencement: \_\_\_\_\_

2. Personal information:

Professor/Dr/Pastor/Mr/Mrs/Miss

Surname: \_\_\_\_\_ Maiden name: \_\_\_\_\_  
First names: \_\_\_\_\_ Home language: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Other languages: \_\_\_\_\_  
Place of birth: \_\_\_\_\_ Marital status: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Date of marriage: \_\_\_\_\_  
Identity number: \_\_\_\_\_ Date of baptism: \_\_\_\_\_  
Residential address: \_\_\_\_\_ Postal & E-mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone (home): \_\_\_\_\_ Telephone (work/cell): \_\_\_\_\_  
**Housing:** State of health: \_\_\_\_\_  
Own home: \_\_\_\_\_ (New appointees take a full medical examination,  
Need accommodation: \_\_\_\_\_ courtesy of Helderberg College)  
Congregation where you hold church membership: If you or a member of your immediate family have a  
\_\_\_\_\_ condition necessitating regular prescription medicine  
or other care, give the approximate monthly cost:  
\_\_\_\_\_  
Congregation where you worship regularly: Names and birth dates of children:  
\_\_\_\_\_  
Name of spouse: \_\_\_\_\_  
Qualifications of spouse: \_\_\_\_\_

3. Academic qualifications:

Level of Education	Cert/Diploma/Degree	Institution Granting	Year
High School			
Post Matriculation:			

Majors in highest qualification: \_\_\_\_\_

Title of dissertation: \_\_\_\_\_

Attendance SDA Schools	Name of Institution	From when to when	In boarding
Primary School			
High School			
College			

Courses of study engaged in at present: \_\_\_\_\_

Plans for further study: \_\_\_\_\_

Any training not yet mentioned: \_\_\_\_\_

\_\_\_\_\_

4. Work Experience

Name/Address Employer	Position	Work description/Classes taught	From	To

If there were breaks in employment, please give dates and short explanatory statement:

\_\_\_\_\_

\_\_\_\_\_

5. References

Name and address of present pastor: _____ _____ Telephone: _____
Name and address of recent employer: _____ _____ Telephone: _____
Name and address of another person (state relationship) for reference regarding suitability for the position: _____ Telephone: _____

6. General

<p>Vehicle licences held: Motorcycle / Light / Medium / Heavy / Extra Heavy</p> <p>Please be prepared to submit certified copies of the following documents if requested:</p> <p>Identity documents for self and spouse            Marriage certificate            Service record(s) from previous employer(s)            Certificate/diploma supporting highest educational qualification</p>
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7. Motivation for applying for this position: \_\_\_\_\_

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