



ROADRAK GROUP (PTY) LTD

VACANCY APPLICATION FORM

Employment Opportunities Application Form

IMPORTANT NOTICE

- Completion of this form does not guarantee employment.
- Incomplete applications may not be considered.
- Providing false information may result in disqualification.
- Roadrak Group reserves the right not to make an appointment.
- All supporting documents must be attached to this application.

APPLICATION SUBMISSION

Graduate Applications
grad_applications@roadrak.co.za

General Vacancies
job_applications@roadrak.co.za

SECTION 1 POSITION APPLIED FOR

Position Title			
Reference Number			
Department		Preferred Location	
Expected Salary		Availability Date	

SECTION 2 PERSONAL DETAILS

Full Names		Surname	
ID Number		Date of Birth	
Gender		Nationality	
Driver's Licence		Home Language	
Residential Address			
Postal Address			
Contact Number		Alt. Contact Number	
Email Address			

SECTION 3 EMPLOYMENT EQUITY INFORMATION

This information is collected for statutory reporting purposes in terms of the Employment Equity Act.

Race

<input type="checkbox"/> African	<input type="checkbox"/> Coloured	<input type="checkbox"/> Indian / Asian	<input type="checkbox"/> White	<input type="checkbox"/> Other
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Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to disclose
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Disability Status

<input type="checkbox"/> No disability	<input type="checkbox"/> Yes — disability present
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Nature of Disability (if applicable)

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SECTION 4 EDUCATIONAL QUALIFICATIONS

Institution	Qualification / Field of Study	Year Completed	Result / Grade

SECTION 5 PROFESSIONAL REGISTRATIONS

Professional Body	Registration Number	Membership Status	Expiry Date

SECTION 6 EMPLOYMENT HISTORY

List most recent employer first. Attach additional sheets if required.

EMPLOYER 1			
Employer Name		Position Held	
Period: From		Period: To	
Reason for Leaving			
Duties and Responsibilities			

EMPLOYER 2			
Employer Name		Position Held	
Period: From		Period: To	
Reason for Leaving			
Duties and Responsibilities			

EMPLOYER 3			
Employer Name		Position Held	
Period: From		Period: To	
Reason for Leaving			
Duties and Responsibilities			

SECTION 7 SKILLS AND COMPETENCIES

Technical Skills	
Computer Skills	
Construction Experience	
Management Experience	
Other Relevant Skills	

SECTION 8 REFERENCES

Please provide three professional references. References should not be family members.

REFERENCE 1

Full Name		Company / Organisation	
Position		Contact Number	
Email Address			

REFERENCE 2

Full Name		Company / Organisation	
Position		Contact Number	
Email Address			

REFERENCE 3

Full Name		Company / Organisation	
Position		Contact Number	
Email Address			

SECTION 9 SUPPORTING DOCUMENTS CHECKLIST

Please tick the documents included with this application. All documents must be certified where applicable.

Document	Status
<input type="checkbox"/> Certified Copy of ID Document	Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<input type="checkbox"/> Updated Curriculum Vitae (CV)	Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<input type="checkbox"/> Certified Copies of Qualifications	Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<input type="checkbox"/> Academic Transcript(s)	Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<input type="checkbox"/> Certified Copy of Driver's Licence	Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<input type="checkbox"/> Professional Registration Certificate(s)	Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<input type="checkbox"/> Other Supporting Documents	Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>

SECTION 10 DECLARATION

I, the undersigned, hereby declare that:

- All information provided in this application form is true, correct, and complete to the best of my knowledge.
- I understand that the submission of false, misleading, or incomplete information may lead to the immediate disqualification of my application or, if already employed, termination of employment.
- I consent to Roadrak Group (Pty) Ltd conducting any verification checks deemed necessary, including but not limited to reference checks, qualification verifications, and criminal background checks.
- I acknowledge that completion of this application does not guarantee an offer of employment.
- I understand that Roadrak Group reserves the right not to make any appointment.

Applicant Signature**Date****Place**

FOR HR USE ONLY — NOT TO BE COMPLETED BY APPLICANT

Application Received Date

Screened By

Screening Date

Screening Outcome

 Meets Requirements Does Not Meet Requirements Further Information Required

Screening Comments

Interviewed By

Interview Date

Interview Outcome

 Recommended Not Recommended Reserve Candidate

Interview Comments

Approved By

Designation

Date of Decision

HR Manager Signature

Date

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