

### **Job Application Form**

1. Application forms should be submitted with cover letter, résumé, photo, last payslip and copies of supporting documentation.
2. Should you wish to apply for a post in more than one department, complete a separate form for each.
3. The Company reserves the right not to consider incomplete applications.
4. Send the completed application form to hr@packsafari.com

#### **1. Personal Particulars**

Full Name	
Date of Birth	
Nationality	
If not Namibian, residence status	
ID Number	
Postal Address	
Residential Address	
Mobile Number	
Home Number	
Work Number	
E-mail Address	

#### **2. Particulars of Post Applied for**

Position:	<b>Management Accountant</b>
What is the minimum income that you will consider?	
Are you willing to be considered for another position?	
Are you willing to participate in a personality assessment?	
Where did you hear of this position? (newspaper, facebook, etc)	

**3. Details of Present Position**

Employer	
Position	
Reasons for resignation	
Notice Period	
May we contact your current employer for a reference check?	

**4. Relevant Occupational Experience**

Employer	Position	From		To	
		Year	Month	Year	Month

**5. Language Proficiency**

Language	SPEAK	WRITE	READ
English			
German			
Other (please specify)			
Are you prepared to participate in a competence test in respect of the languages indicated above?			

**6. Tertiary Education**

Degree/Diploma/Certificate	Institution	Year first enrolled	Year completed	Full time or Part-time

**7. Additional Information**

Furnish any additional information which you regard as relevant in support of your application e.g. experience, bursaries, awards, extraordinary achievements, special knowledge, abilities and skills.

**8. References**

Name	Capacity	Institution	Contact Number (landline)

**9. Explain to what extent your qualification and experiences meet the requirements.**

Requirement	Extent to which requirements are met or exceeded
3/4 years of formal education in cost-accounting	
18 months general/financial accounting experience	
At least 2 years cost/management accounting experience	
I.T/computer skills with at least 6 basic programming experience	
Highly developed analytical skills	
Effective interpersonal & communication skills	

Reliable & responsible	
Strong numeric & problem solving skills	
Logical reasoning ability	

#### 10. Additional information related to the position

These questions are solely for the purpose of determining your level of experience.

Any experience in financial accounting systems & services?	
Have you any experience in budgeting & cost control services (incl. Business Plan review)?	
How well is your experience in forecasts & projections?	
Do you have any experience in procurement system, services & controls (incl. Assets Control)?	
Do you have experience in audit support & rectifications?	

#### 11. Declaration by applicant

I declare that the information I have provided on this form is true and correct,

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_