



**HOME RUN
CONCIERGE**

Minimum qualifying criteria: please select all relevant answers

| | |
|--------------------------|--|
| <input type="checkbox"/> | *Do you have a valid government issued identification? Certified ID/passport |
| <input type="checkbox"/> | *Are you legally able to work in South Africa? Work/student permit |
| <input type="checkbox"/> | *Do you have a matric certificate or equivalent qualification? Certified certificate from the relevant school |
| <input type="checkbox"/> | *Do you have a clean criminal record? Copy of receipt of application from SAPS or certified copy of clearance certificate from SAPS |
| <input type="checkbox"/> | *Do you have at least 1 character contactable reference – not a family member or friend? CV with full name, contact and relationship |
| <input type="checkbox"/> | *Do you have at least 1 work contactable reference – not a family member or friend? CV with full name, contact and relationship |
| <input type="checkbox"/> | Do you have reliable transportation? Car/scooter/bike: 365 photos, license disk, registration Description of how you get around |
| <input type="checkbox"/> | Do you have a smart phone |
| <input type="checkbox"/> | Are you available to come to an interview and take a psychometrics test |
| <input type="checkbox"/> | Are you available to come to two-day training and further refresher training as needed |

*Please send support documents for this section to admin@myhomerun.co.za We will not be able to process your application before we receive all supporting documents.

PERSONAL INFORMATION

| | | | |
|--|----------|--------------------------|-------------------|
| Name | | | |
| Surname | | | |
| Age | | | |
| Primary contact (email or number) | | | |
| Secondary contact (email or number) | | | |
| Emergency contact (name, contact & relationship) | | | |
| Sex | | | |
| <input type="checkbox"/> | Single | <input type="checkbox"/> | Married |
| <input type="checkbox"/> | Divorced | <input type="checkbox"/> | In a relationship |
| <input type="checkbox"/> | Other | | |
| Nationality | | | |
| If not SA, how many years have you been in SA | | | |
| If not SA, do you have a work permit | | | |
| If not SA, permit Number & expiry date | | | |
| Hometown | | | |
| Address in Johannesburg | | | |
| Drivers' license number, expiry date & type | | | |
| What is your highest qualification | | | |
| Where did you matriculate | | | |
| List subjects you received B and above for | | | |

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Skills list:

| | | |
|-----------------------|---------------------------------|---------------------|
| Organisational skills | Electrical | Administration |
| Arts & crafts | Plumbing | Carpentry/wood work |
| Graphic designing | Handywork/good at fixing things | Face painting |
| Photography | Advance driving | Writing skills |
| Retail/fashion buying | Cooking | Waiter/waitress |
| Events coordinator | Task runner | bookkeeping |
| Personal tax | Logistics | Musician/Dj |
| Communications | Landscaping/green thumb | Managing people |
| Computer literacy | Childcare/infant care | |

Other skills

WORKING SCHEDULE

Please choose all the areas you are able to work in

| | | |
|------------------------|----------------------------|----------------------------|
| Greater Sandton area | Sunninghill | Midrand |
| Kayalami | Fourways | Dainfern |
| Melrose | Athol | illovo |
| Rosebank | Parktown | Houghton |
| Eastgate greater area | Ruimsig | Roodepoort |
| Braamfonteing | Johannesburg CBD | Southgate greater area |
| Northgate greater area | Pretoria East greater area | Centurion |
| Irene | Balito, KZN | Umhlanga greater area, KZN |

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Please choose times you are available to work

| Day of the week | Start time | End time |
|-----------------|------------|----------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |

Which public holidays are you available to work

| | | | | | |
|--------------------------|-----------------------|--------------------------|----------------------|--------------------------|-----------------|
| <input type="checkbox"/> | New year's day | <input type="checkbox"/> | Human rights day | <input type="checkbox"/> | Good Friday |
| <input type="checkbox"/> | Family day | <input type="checkbox"/> | Freedom day | <input type="checkbox"/> | Workers' day |
| <input type="checkbox"/> | Youth day | <input type="checkbox"/> | National women's day | <input type="checkbox"/> | Heritage day |
| <input type="checkbox"/> | Day of reconciliation | <input type="checkbox"/> | Christmas day | <input type="checkbox"/> | Day of goodwill |

What is your mode of transportation

| | | | | | |
|--------------------------|---------|--------------------------|-------------|--------------------------|---------------|
| <input type="checkbox"/> | Own car | <input type="checkbox"/> | Own scooter | <input type="checkbox"/> | Own motorbike |
|--------------------------|---------|--------------------------|-------------|--------------------------|---------------|

Others. Please describe how you get around

REFERENCES

Work reference

| | |
|-------------------|--|
| Ref full name | |
| Ref phone number | |
| Years worked | |
| Responsibilities | |
| Why did you leave | |

| | |
|-------------------|--|
| Ref full name | |
| Ref phone number | |
| Years worked | |
| Responsibilities | |
| Why did you leave | |

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Character reference

| | |
|------------------|--|
| Ref full name | |
| Ref phone number | |
| Years known | |
| Relationship | |

| | |
|------------------|--|
| Ref full name | |
| Ref phone number | |
| Years known | |
| Relationship | |

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