

employment application form pdf boland college Study Guide

employment application form pdf boland college is an essential resource for individuals seeking employment opportunities at Boland College. Whether you are a fresh graduate, an experienced professional, or someone looking to advance your career within the institution, understanding the application process and utilizing the correct documents is crucial. The availability of the employment application form in PDF format simplifies the process, allowing applicants to complete and submit their information conveniently and accurately. This article provides a comprehensive overview of the Boland College employment application form PDF, guiding you through its significance, how to access it, how to fill it out correctly, and tips for a successful application.

Understanding the Boland College Employment Application Form PDF

What is the Employment Application Form PDF?

The employment application form PDF for Boland College is a standardized electronic document designed to collect essential information from prospective employees. It serves as the primary tool for the college's Human Resources department to evaluate candidates' suitability for various positions.

This form typically includes sections requesting personal details, educational background, work experience, skills, references, and other relevant information. Using a PDF format ensures that the form maintains its layout, formatting, and integrity across different devices and platforms, making it accessible and easy to fill out.

Why Use a PDF Format?

The PDF format offers several advantages:

- **Consistency:** Ensures the form appears the same on all devices and operating systems.
- **Security:** PDFs can be password-protected or encrypted to safeguard sensitive information.
- **Ease of Use:** Many PDF readers allow users to fill out forms directly within the document.
- **Printability:** The form can be easily printed if a physical copy is required.
- **Compatibility:** Widely supported across various software and devices.

Accessing the Boland College Employment Application Form PDF

Official Sources for Download

The most reliable source for obtaining the employment application form PDF is the official Boland College website. The institution typically hosts the latest version of the form in the 'Careers' or 'Human Resources' section.

Steps to Download:

- Visit the official Boland College website at [insert URL].
- Navigate to the 'Careers' or 'Employment Opportunities' page.
- Look for the link labeled 'Employment Application Form PDF' or similar.
- Click the link to download the form to your device.

Alternative Sources:

- College job portals or career fairs may also provide access.
- Contact the HR department directly to request the form via email or in person.

Ensuring the Form is the Latest Version

It is vital to use the most current version of the application form. Using outdated forms may lead to disqualification or delays. Always check the date or version number listed on the form or the website.

How to Fill Out the Boland College Employment Application Form PDF

Filling out the application form accurately and completely is key to making a positive impression. Here are detailed steps and tips:

Preparation Before Filling Out

- Gather all necessary documents: ID, CV, certificates, references.
- Review the job advertisement and note specific requirements.
- Understand each section of the form and what information is needed.

Step-by-Step Filling Process

- Personal Information
 - Full name
 - Contact details (phone number, email address)
 - Residential address
 - National ID or passport number
- Position Applied For
 - Clearly specify the job title or department
- Educational Background
 - List all relevant qualifications
 - Include institutions attended, years, and degrees obtained
- Work Experience
 - Detail previous employment with job titles, companies, durations, and key responsibilities
 - Highlight experience relevant to the applied position
- Skills and Competencies
 - Include technical skills, language proficiency, leadership qualities, etc.
- References

- Provide names, contact information, and relationship to the referee
- Ensure references are aware and willing to vouch for you
- Availability and Additional Information
- Indicate your availability to start
- Mention any other pertinent information or special considerations
- Declaration and Signature
- Read the declaration statement carefully
- Sign and date the form electronically or physically if printing

Tips for Filling Out the Form

- Use clear, legible handwriting if filling out manually.
- Double-check all information for accuracy.
- Be honest and precise.
- Tailor your application to the specific role.
- Attach supporting documents as required (CV, cover letter, certificates).

Submitting the Employment Application Form PDF

Submission Methods

Boland College typically offers multiple options for submitting your completed application:

- **Online Submission:** Upload the filled PDF via the college's online portal or email it to the designated HR email address.
- **Physical Submission:** Print the completed form and submit it in person to the HR department or designated office.
- **Mail:** Send a physical copy via postal mail if specified.

Important Submission Tips

- Confirm receipt if submitting online or in person.
- Ensure all required documents are attached or included.
- Follow the deadline dates strictly.
- Keep copies of your application for future reference.

Additional Tips for a Successful Application

Customize Your Application

- Tailor your CV and cover letter to match the job description.
- Highlight relevant experience and skills pertinent to Boland College.

Follow Up

- Contact the HR department after a reasonable period to inquire about your application status.
- Demonstrate professionalism and enthusiasm.

Prepare for Interviews

- Be ready to discuss your application and experience in detail.
- Research Boland College's mission, values, and recent news.

Benefits of Using the Employment Application Form PDF Boland College

Using the official PDF form ensures:

- A structured and complete application process.
- Reduced errors and omissions.
- Faster processing times.
- Demonstration of professionalism and genuine interest.

Conclusion

The **employment application form pdf boland college** is a vital step toward securing a position within the institution. By accessing the form through official channels, filling it out diligently, and submitting it correctly, applicants improve their chances of being considered for employment.

Remember to keep copies of your application, adhere to deadlines, and prepare thoroughly for subsequent interview stages. Boland College values dedicated and qualified candidates, and presenting a comprehensive, accurate, and professional application form can set you apart from other applicants. Whether you are applying for a teaching role, administrative position, or support staff, leveraging the PDF application form is your first step toward becoming part of Boland College's vibrant community.

Employment Application Form PDF Boland College: Navigating the Process for Prospective Staff

Employment application form pdf Boland College has become an essential resource for individuals seeking employment opportunities within this esteemed educational institution. As Boland College continues to expand its academic offerings and community outreach, the demand for qualified, dedicated staff grows in tandem. For prospective applicants, understanding the nuances of the application process—particularly the use of the PDF employment form—is crucial. This article provides a comprehensive guide to navigating the Boland College employment application form, highlighting its significance, how to access and complete it, and tips to improve your chances of success.

The Significance of the Employment Application Form for Boland College

Why an Application Form is Essential

An employment application form functions as the primary document through which Boland College evaluates potential candidates. Unlike a generic CV or résumé, the official form standardizes the information provided, enabling HR personnel to efficiently compare applicants based on consistent criteria. It also ensures that applicants disclose all necessary details relevant to the position, such as qualifications, experience, and personal information.

The Role of the PDF Format

The choice of a PDF (Portable Document Format) for the application form is strategic. PDFs are universally accessible across various devices and operating systems, ensuring that applicants can download, view, and complete the form without compatibility issues. Additionally, PDFs can be secured with editing restrictions, which helps maintain the integrity of the data and prevents unauthorized modifications prior to submission.

Accessing the Boland College Employment Application PDF

Where to Find the Form

Potential applicants can access the employment application form for Boland College through several

channels:

- Official College Website: The primary source is the Boland College official website, specifically the careers or employment section, where the latest version of the application form is regularly updated and made available for download.
- Online Job Portals: Sometimes, Boland College posts job openings on reputable employment websites that include direct links to the application PDF.
- Email Requests: Applicants can contact the college's HR department directly via email to request a downloadable application form if it is not immediately available online.
- On-site Collection: For local applicants, the college may provide printed copies of the form at the campus administrative offices.

Ensuring You Download the Latest Version

Since application forms are periodically revised to include new requirements or updated contact information, it is vital to verify that you are using the most recent version. Always check the date or version number on the PDF, and prefer downloading directly from official sources to avoid outdated or unofficial documents.

Step-by-Step Guide to Completing the Employment Application PDF

Preparing Your Documents and Information

Before opening the PDF, gather all relevant documents and details:

- Copies of your resume or CV
- Academic transcripts and certificates
- Identity documents (ID or passport)
- Professional licenses or certifications
- References and contact details
- Employment history and previous employer contact information

Opening and Filling Out the PDF

- Download the Form: Save the PDF to your device, ensuring a stable internet connection during download.
- Use Compatible PDF Readers: Open the form using Adobe Acrobat Reader or other reputable PDF viewers with form-filling capabilities.

- Fill Out Personal Information: Enter your full name, contact details, address, and other personal data accurately.
- Provide Educational Background: List your qualifications, institutions attended, and graduation dates.
- Detail Work Experience: Include previous employment, roles held, responsibilities, and durations.
- Answer Additional Questions: These may relate to your motivation, availability, and suitability for the role.
- Upload Supporting Documents: Some PDFs may include fields for attaching or referencing supplementary files; otherwise, prepare to submit these separately.

Tips for a Complete and Effective Application

- Double-Check Entries: Verify all information for accuracy and completeness.
- Use Clear, Legible Text: Avoid abbreviations or slang; clarity enhances readability.
- Follow Instructions Carefully: Pay attention to specific questions or required fields.
- Maintain Consistency: Ensure your application aligns with details provided in your CV and supporting documents.
- Be Honest: Provide truthful information; dishonesty can disqualify your application.

Submitting the Completed Application Form

Methods of Submission

Depending on Boland College's procedures, applications can typically be submitted via:

- Email: Attach the completed PDF and scanned supporting documents and send to the designated HR email address.
- Online Upload Portals: Some colleges provide a dedicated portal where applicants can upload their files directly.
- Physical Submission: For local candidates, printed copies of the completed form and supporting documents might be accepted at the college's administrative office.

Important Submission Tips

- Meet Deadlines: Always submit your application before the specified closing date.
- File Naming: Use a professional filename, such as
?YourName_BolandCollege_Application.pdf.?

- Proofread: Before submission, review the entire application for errors or omissions.
- Follow Up: If possible, confirm receipt of your application or inquire about the timeline for selection.

Common Challenges and How to Overcome Them

Technical Difficulties

- Issue: The PDF form may not open correctly or may not be fillable.
- Solution: Update your PDF reader or try alternative software like Foxit Reader or Sumatra PDF. If the form is non-interactive, you may need to print, fill manually, then scan.

Incomplete or Incorrect Data

- Issue: Missing fields or incorrect entries could disqualify your application.
- Solution: Carefully review the completed form, possibly asking a trusted third party to proofread.

Accessibility Concerns

- Issue: Applicants with disabilities may find it challenging to complete the form.
- Solution: Reach out to the HR department for accessible formats or assistance.

The Importance of Following Up and Preparing for Interviews

Once your application is submitted, the waiting period can be anxious. To enhance your chances:

- Follow Up Politely: Send a brief email confirming receipt and expressing your continued interest.
- Prepare for Possible Interviews: Review Boland College's mission, values, and the specifics of the role you applied for.
- Gather Additional Documents: Be ready to provide references, portfolio samples, or additional certifications if requested.

Final Thoughts: Maximizing Your Chances with the Boland College Employment Application

Navigating the employment application process at Boland College requires attention to detail, promptness, and professionalism. The employment application form pdf is more than a mere formality; it is your first impression and your opportunity to demonstrate your suitability for the role.

By accessing the latest version from official channels, carefully completing each section, and submitting it through the proper channels, you position yourself as a serious candidate.

Remember, each step?from preparation to submission?can influence your chances of progressing to the next phase of the hiring process. Stay organized, honest, and proactive, and you?ll maximize your likelihood of securing a position at Boland College. Good luck!

Disclaimer: Always refer to Boland College?s official website or contact their HR department directly for the most current application procedures and forms, as processes may change over time.

Question Answer Where can I download the employment application form PDF for Boland College? You can download the Boland College employment application form PDF from the official Boland College website under the 'Careers' or 'Employment Opportunities' section. What information is required to complete the Boland College employment application form? The form typically requires personal details, educational background, work experience, references, and a cover letter or motivation statement. Is the Boland College employment application form available in an editable PDF format? Yes, the application form is usually provided as an editable PDF, allowing applicants to fill out their details electronically before submitting. Can I submit the Boland College employment application form online? Yes, many positions allow for online submission of the completed application form via the college?s official website or email address provided in the job listing. What is the deadline for submitting the employment application form to Boland College? The deadline varies depending on the position; it is always stated in the job posting or on the official application portal. Are there any specific documents I need to attach with the Boland College employment application form? Yes, you are typically required to attach your CV, copies of your qualifications, ID, and any relevant certifications or references. How can I verify if my employment application form has been received by Boland College? You can confirm receipt by checking your email for acknowledgment, or by contacting the HR department directly via phone or email. Is there a fee to obtain or submit the Boland College employment application form? No, there is generally no fee to download or submit the employment application form for Boland College. Who can I contact for assistance with filling out the Boland College employment application form? You can contact Boland College?s HR department or the designated support staff listed on the college?s official website for assistance.

Related keywords: employment application, college application form, Boland College, PDF application form, college admissions form, employment form Boland, application PDF download, Boland College employment, college job application, PDF employment form

University Of Freestate Application Form 2014

university of freestate application form 2014 was a crucial document for prospective students eager to secure admission to one of South Africa's respected higher education institutions. The University of the Free State (UFS) offers a wide array of undergraduate and postgraduate programs, and the application process for 2014 required careful attention to detail, timely submission, and adherence to specific guidelines. This comprehensive guide aims to provide all the necessary information about the UFS application form 2014, ensuring that applicants could navigate the process smoothly and increase their chances of acceptance.

Understanding the University of the Free State Application Process 2014

The application process for the University of the Free State in 2014 was designed to be straightforward yet thorough. It involved multiple steps, including completing the application form, submitting required documents, and meeting specific deadlines. Applicants needed to distinguish between undergraduate and postgraduate applications, as the requirements and procedures varied.

Key Dates for 2014 Applications

Knowing the important deadlines was essential for a successful application. Here are the key dates for 2014:

- Application Opening Date: Typically early in the year, around April or May 2013 for the 2014 academic year.
- Application Closing Date: Usually around August or September 2013.
- Late Application Period: Some faculties may accept late applications until October, but this was subject to approval.
- Notification of Admission: Usually communicated by December 2013 or January 2014.
- Registration Dates: Usually in January or February 2014.

Applicants were advised to check the official UFS website for the exact dates and any updates regarding the application timeline.

The University of the Free State Application Form 2014: An Overview

The application form for 2014 was available both online and in physical format. The online application was the preferred method, providing a faster and more efficient way to submit documents and track application status.

Where to Find the 2014 Application Form

- Online: The official UFS website (www.ufs.ac.za) hosted the downloadable application forms and online application portal.
- In-Person: Applicants could visit UFS campuses to collect physical application forms.
- Through Regional Offices: Some regional offices and outreach centers facilitated applications, especially for international students.

Contents of the Application Form

The application form required applicants to provide detailed information, including:

- Personal details (name, date of birth, gender, nationality)
- Contact information (physical address, email, phone number)
- Academic history (schools attended, qualifications obtained)
- Choice of program(s)
- Financial details (if applicable)
- Disability or special needs information (for accommodation purposes)
- Declaration and consent sections

Steps to Complete the UFS Application Form 2014

Completing the application form involved several key steps to ensure all necessary information was accurately provided.

Step 1: Gather Required Documents

Before filling out the form, applicants needed to prepare:

- Certified copies of academic transcripts
- Certified copy of identity document or passport
- Proof of application fee payment
- Additional documents for international students (visa, passport, etc.)

Step 2: Fill Out the Application Form Carefully

When completing the form:

- Use black or blue ink if applying physically
- Follow instructions carefully

- Double-check all details for accuracy
- Choose your preferred program and campus options
- Complete all mandatory fields marked with an asterisk (*)

Step 3: Pay the Application Fee

The application fee for 2014 was generally around R150-R250, payable via bank deposit or electronic transfer. Proof of payment was often required to be submitted with the application.

Step 4: Submit the Application

Applicants could:

- Submit online via the UFS portal
- Mail the physical form and documents to the designated admissions office
- Submit in person at campus admissions offices

Important Tips for a Successful Application in 2014

To maximize chances of acceptance, applicants should consider the following tips:

- **Apply Early:** Submit applications well before the deadline to avoid last-minute issues.
- **Complete All Sections:** Incomplete applications are often rejected or delayed.
- **Pay Attention to Program Requirements:** Ensure you meet the minimum admission criteria for your chosen program.
- **Attach All Required Documents:** Missing documentation can disqualify your application.
- **Follow Up:** Confirm receipt of your application and check for any additional requirements or notifications.

Post-Application Process

Once the application was submitted, the university undertook a review process, which involved:

- Verification of academic records
- Evaluation of application eligibility
- Shortlisting candidates for interviews or placement tests (if applicable)
- Notification of admission status via email, SMS, or postal mail

Applicants who were offered admission needed to confirm their acceptance by paying a registration deposit and completing registration procedures.

FAQs About the University of the Free State Application Form 2014

Q1: Can I apply online for the 2014 application?

Yes, the University of the Free State offered an online application portal, making it convenient for applicants to fill out and submit their forms electronically.

Q2: What if I missed the 2014 application deadline?

Late applications might have been accepted depending on the faculty and available spaces. It's best to contact the admissions office directly for guidance.

Q3: Are international students required to follow a different application process?

Yes, international applicants needed to submit additional documents such as visas, proof of English proficiency, and possibly pay higher application fees.

Q4: How do I check the status of my application?

Applicants could track their application status via the online portal or by contacting the admissions office directly.

Conclusion: Navigating the 2014 Application Process Successfully

The **University of the Free State application form 2014** was a vital step for students aiming to pursue higher education at one of South Africa's leading universities. By understanding the application process, adhering to deadlines, and ensuring all documentation was complete, applicants improved their chances of gaining admission. Whether applying online or in person, attention to detail and early preparation were key to navigating the 2014 application successfully. For future applicants, reviewing past procedures provides valuable insights into the importance of meticulous planning and timely submissions, ensuring a smooth entry into the university's vibrant academic community.

University of Free State Application Form 2014: A Comprehensive Guide for Prospective Students

The University of Free State application form 2014 remains an important document for prospective students eager to secure admission into one of South Africa's reputable higher education

institutions. While the application process has evolved over the years, understanding the procedures, requirements, and deadlines associated with the 2014 application can be invaluable for students researching historical admission processes or seeking insights into university application procedures. This article provides an in-depth overview of the application process for the University of Free State in 2014, shedding light on key aspects, including eligibility, the application process, supporting documents, and tips for success.

Overview of the University of Free State in 2014

The University of Free State (UFS), located in Bloemfontein, South Africa, is renowned for its diverse academic offerings, research excellence, and vibrant campus life. In 2014, UFS maintained its reputation as a leading institution committed to academic excellence, community engagement, and innovative research. Its undergraduate and postgraduate programs attracted students from across South Africa and neighboring countries.

Understanding the application process for 2014 is crucial not only for historical context but also for prospective students seeking to understand the evolution of university admissions in South Africa. The 2014 application process was characterized by a straightforward online and manual application system, clear eligibility criteria, and specific submission deadlines.

Eligibility Criteria for 2014 Applications

Before completing the application form, prospective students needed to ensure they met the university's eligibility standards. These criteria typically included:

- Academic Qualifications: Applicants needed to have completed the National Senior Certificate (NSC) or an equivalent qualification recognized by the Department of Education.
- Minimum Admission Requirements:
 - For undergraduate programs, a minimum overall achievement score as stipulated by the specific faculty or program. For example:
 - A minimum of 30% in the designated NSC subjects.
 - Certain programs, such as Medicine or Law, had higher requirements.
 - For postgraduate studies, applicants had to hold an appropriate undergraduate degree or diploma.
- Language Proficiency: For most programs, proficiency in English was a prerequisite, demonstrated through relevant language tests or prior education.

- Special Considerations:

- Mature students (generally aged 23 or older) could apply under special admission schemes if they lacked traditional academic qualifications but demonstrated relevant life experience.
- International students needed to meet additional language and visa requirements.

The Application Process for 2014

The application process for the University of Free State in 2014 was designed to be accessible and straightforward. It comprised two main pathways: online applications and manual (paper-based) applications.

Online Application

The university's official website provided an online application portal, which was the preferred method for most students. The steps included:

- Creating an Account: Applicants had to register on the UFS online portal.
- Completing the Application Form: Filling out personal details, academic history, program choice, and contact information.
- Uploading Supporting Documents: Digital copies of academic transcripts, identification documents, and other relevant certificates.
- Paying the Application Fee: A non-refundable fee (which varied by year but was approximately R150-R250 in 2014) was payable via bank transfer or electronic payment.

Manual (Paper-Based) Application

Students unable to access the online portal could download the application form from the university's website or request a hard copy through the admissions office. The process involved:

- Filling out the printed application form legibly.
- Attaching certified copies of academic transcripts, ID documents, and other required certificates.
- Submitting the completed form via post or delivering it directly to the admissions office before the deadline.

Important Deadlines and Application Timelines

In 2014, the University of Free State adhered to strict application deadlines to ensure timely processing:

- Undergraduate Applications: Typically opened in March and closed by September 30, 2014.
- Postgraduate Applications: Usually had earlier deadlines, often around August 30, 2014.
- Late Applications: Sometimes accepted on a case-by-case basis if space was available, but late submissions were generally discouraged.

Applicants were strongly advised to start the application process early, gather all necessary documents, and confirm submission to avoid missing deadlines.

Supporting Documents Required for 2014 Applications

To complete their application, students needed to submit various supporting documents. These documents served to verify academic achievements and identity and were critical for the evaluation process:

- Certified Academic Transcripts: From previous schools or tertiary institutions.
- National Senior Certificate (NSC) or Equivalent: Certified copy of the graduation certificate.
- Identification Document: A valid South African ID or passport for international students.
- Proof of Payment: Bank deposit slip or electronic transfer confirmation.
- Additional Documents for International Applicants:
 - Valid study visa.
 - Proof of English language proficiency, if applicable.

Admission Selection and Notification

Once the application deadline passed, the admissions office commenced the review process, which involved:

- Verifying submitted documents.
- Comparing academic qualifications against program requirements.
- Considering the applicant's academic ranking and available spaces.

Successful applicants received admission offers via email or postal mail. The university typically communicated decisions within a few months after the closing date, with unconditional and conditional acceptance notices depending on whether the applicant met all entry criteria.

Tips for a Successful Application in 2014

Prospective students aiming for a smooth application process could benefit from the following tips:

- Start Early: Avoid last-minute stress by beginning the application well before the deadline.
- Check Requirements Carefully: Each program might have specific prerequisites; ensure your qualifications meet these.
- Gather Documents in Advance: Certified copies, identification, and proof of payment should be prepared beforehand.
- Use the Correct Application Form: Download or request the correct form for your program (undergraduate or postgraduate).
- Pay Attention to Deadlines: Late submissions are often not considered.
- Follow Up: Confirm receipt of your application and supporting documents with the admissions office.
- Seek Assistance if Needed: The university's admissions helpline or student support services could clarify uncertainties.

The Legacy and Evolution Since 2014

While this article focuses on the 2014 application process, it is worth noting that university admission procedures have continued to evolve with advancements in technology and changes in admission policies. Today, the University of Free State offers a more streamlined online application platform, automated application tracking, and expanded support for international applicants. Nonetheless, understanding the 2014 process provides valuable context for students navigating university applications in South Africa.

Final Thoughts

The university of freestate application form 2014 served as a vital gateway for countless students seeking higher education opportunities. With clear eligibility criteria, accessible application pathways, and detailed procedural guidelines, the university aimed to facilitate a smooth admission process. For prospective students, whether in 2014 or today, diligent preparation, timely submission, and thorough understanding of application requirements remain key to unlocking their academic aspirations at the University of Free State.

Question Where can I find the University of the Free State application form for 2014? The application form for the University of the Free State 2014 can be downloaded from the official university website under the admissions section or obtained physically from the university's admissions office. What are the key deadlines for submitting the University of the Free State 2014 application form? The main application deadline for 2014 was typically in September or October 2013, but it is recommended to check the official university website or contact the admissions office for precise dates. What documents are required to complete the University of the Free State 2014 application? Applicants needed to submit certified copies of their ID, academic transcripts, proof of payment, and any relevant qualification certificates along with the application form. Is the University of the Free State application form for 2014 available online? Yes, the 2014 application form was

available online on the university's official admissions portal for easy access and submission. Can international students apply using the University of the Free State 2014 application form? Yes, international students could apply using the 2014 application form, but they had to include additional documents such as study permits and proof of English proficiency. How much is the application fee for the University of the Free State 2014 application? The application fee for 2014 was typically a standard amount paid upon submission, though specific figures should be verified on the official website or application guidelines. What programs were available for application through the University of the Free State 2014 application form? The application covered a wide range of undergraduate and postgraduate programs offered by the university in 2014, including arts, sciences, health sciences, and business disciplines. How do I track my application status after submitting the University of the Free State 2014 application form? Applicants could track their application status online through the university's application portal or by contacting the admissions office directly. What should I do if I missed the 2014 application deadline for the University of the Free State? Late applications might be considered depending on the program and availability, but it is best to contact the admissions office immediately for guidance on late submissions or alternative options.

Related keywords: University of Free State application, UFS 2014 application form, Free State university admissions, UFS application requirements 2014, University of Free State application process, UFS online application 2014, Free State university application deadline, UFS undergraduate application form, University of Free State prospectus 2014, UFS postgraduate application

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