



POSITION

NAME OF POSITION			
DEPARTMENT			
REFERENCE NUMBER		CURRENT TOTAL COST TO COMPANY	
IF YOU ARE OFFERED THE POSITION, WHEN CAN YOU START OR HOW MUCH NOTICE MUST YOU SERVE WITH CURRENT EMPLOYER			

BIOGRAPHICAL INFORMATION

TITLE		SURNAME		FULL NAMES	
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Please tick:

RACE:	Black	White	Colored	Asian	Other	GENDER:	Male	Female	Other
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ID/PASSPORT NUMBER		DATE OF BIRTH	
NATIONALITY			
COUNTRY OF ORIGIN			
TAX NUMBER			

DRIVER'S LICENCE	Yes	No	CODE	
DO YOU HAVE A DISABILITY?	Yes	No	If yes, please state:	
DO YOU KNOW ANYONE WITHIN THE INSTITUTION?	Yes	No	If yes, please state relationship:	

1.	Do you have a valid work permit? (only if non-South African)	Yes	No	
	Work permit number:			
2.	Have you been convicted or found guilty of a criminal offence (including an admission of guilt)?	Yes	No	
	If yes, please provide details and attach any relevant supporting documents			
3.	Do you have any pending criminal case against you?	Yes	No	
	If yes, provide details:			
4.	Have you ever been dismissed for misconduct?	Yes	No	
	If yes, provide details:			
5.	Do you have any pending disciplinary case against you?	Yes	No	
	If yes, provide details:			
6.	Have you resigned from a recent job pending any disciplinary proceeding against you?	Yes	No	
	If yes, provide details:			
7.	if your profession requires official registration, provide date, particulars of registration and registration number:			

HOME NUMBER		CELL NUMBER	
WORK NUMBER		ALTERNATIVE NUMBER	
EMAIL ADDRESS			
PHYSICAL ADDRESS			
POSTAL ADDRESS		POSTAL CODE:	

NEXT OF KIN

RELATIONSHIP			
TITLE		SURNAME	
		FULL NAMES	
CONTACT NUMBER			

LANGUAGE PROFICIENCY

(State: good, fair or poor)

SPECIFY LANGUAGES:

English	Good	Fair	Poor	Afrikaans:	Good	Fair	Poor
OTHER LANGUAGES:							
	Good	Fair	Poor		Good	Fair	Poor
	Good	Fair	Poor		Good	Fair	Poor

QUALIFICATIONS

NAME OF SCHOOL/TECHNICAL COLLEGE	HIGHEST GRADE PASSED	YEAR OBTAINED

TERTIARY EDUCATION

NAME OF INSTITUTION	QUALIFICATION OBTAINED (Start with the highest to lowest)	YEAR OBTAINED

Current study (Institution and Qualification):

WORK HISTORY

EMPLOYER (Start with current)	POSITION HELD	FROM		TO		REASON FOR LEAVING
		MM	YY	MM	YY	

REFERENCES

3 References including current employment

EMPLOYER	REFEREE	POSITION OF REFEREE	CONTACT DETAILS (landline and e-mail address)

SPECIAL NOTES:

- All Fields **MUST** be completed fully, accurately and legibly.
- Each application for employment form must be duly signed and initialed by the applicant. Failure to comply with the requirements of this form will lead to disqualification during the selection process. The Applicant must submit additional information separately where the space provided is not sufficient.

DECLARATION

- I declare that all the information provided (including any attachments and CV) is complete and correct to the best of my knowledge.
- I understand that any false information supplied could lead to my application being disqualified or my dismissal if I am appointed.
- I hereby acknowledge that all information within this application remains the property of Tshwane University of Technology.
- I accept that the information can be verified.

APPLICANT NAME	
SIGNATURE	DATE

DATA PRIVACY NOTICE

Tshwane University of Technology (TUT) is committed to safeguarding personal information in line with the requirements of the Protection of Personal Information Act No.4 of 2013 (POPIA). TUT confirms that any personal information collected in terms of this document shall be processed lawfully in compliance with POPIA. The University may, if necessary, transfer and/or disclose personal information to approved third parties or related agents to carry out its function(s) in accordance with the purpose for which the information is requested.

Such disclosure shall always be subject to a written agreement concluded between the University and such a third party ("the recipient") obligating the recipient to comply with strict confidentiality and all the information security conditions and provisions as contained in the POPIA.

Please tick if you read the DATA PRIVACY NOTICE on POPIA