

# APPLICATION FOR EMPLOYMENT

The information below will be treated in the strictest confidence.

Please note that applications for employment are only received on this official application form.

A separate application form must be completed for <b>each</b> vacancy.					
<b>Designation of post</b>					
<b>Reference number</b>		<b>Department</b>			
<b>Personal Particulars</b>					
<b>Surname</b>				<b>Maiden name</b>	
<b>Name</b>					
<b>Race * (Stats)</b>	African	Coloured	Indian	White	Other (Specify)
<b>Gender*(Stats)</b>	Male	Female	<b>Id/Passport number</b>		
<b>Citizenship</b>			<b>Work permit</b>	Yes	No
<b>If not South African – Do you have permanent residency</b>				Yes	No
<b>No of dependents</b>		<b>Drivers licence</b>	Yes	No	
<b>Contact Details</b>					
<b>Residential address</b>					
<b>Postal address</b>					
<b>Email address</b>					
<b>Home number</b>			<b>Work number</b>		
<b>Mobile number</b>			<b>Skype address</b>		
<b>Do you currently work at DUT?</b>	Yes	No	<b>If Yes which department</b>		
<b>Do you have family members or relatives employed at DUT?</b>	Yes	No	<b>If Yes state names and relation</b>		
<b>Period of notice required by present employer</b>					
<b>Financial contractual obligations with present employer</b>					

<b>Qualifications and Experience</b> Please complete this section in full. Qualifications will be verified during the selection and appointment process Do not complete with "Refer to CV"		
Senior Certificate/Degree/Diploma/Other qualification obtained and/Research record	Institution	Year completed

<b>Employment History</b> List in chronological order with the current/Most recent first Do not complete with "Refer to CV"			
Company/Institution	Position	Dates of employment	
		From Month/Year	To Month/Year
Have you ever been medically boarded, if <b>yes</b> specify	<b>Yes</b>	<b>No</b>	Specify
Have you ever been convicted of a criminal offence? If <b>yes</b> specify	<b>Yes</b>	<b>No</b>	Specify
Have you ever been dismissed from any employment? If <b>yes</b> specify	<b>Yes</b>	<b>No</b>	Specify
Do you have any physical or mental challenges? If <b>yes</b> specify	<b>Yes</b>	<b>No</b>	Specify
Is there any other disclosure of circumstances you would like to make the Selection Committee aware of?	<b>Yes</b>	<b>No</b>	Specify

Language Proficiency	Speak	Read	Write
<b>A. English</b>			
<b>B.</b>			
<b>C.</b>			

<b>Referees</b>			
Title and Name	Position and company/Institution	Email address	Contact number

## CERTIFICATION AND ACKNOWLEDGMENT

I, the undersigned, hereby certify that all the information furnished on this application form is complete and correct and accept that the furnishing of any false information or the withholding of relevant or material information will render me liable to disqualification or dismissal, if appointed.

.....  
Signature of Applicant

.....  
Date

Thank you for completing this application form.

### Please note that:

1. All sections in this form must be completed in full and signed by the applicant.
2. Clear certified copies of identity documents, educational certificates, professional bodies stated in this form must be attached. Incomplete or late applications will not be considered.
3. Documents submitted with applications, including curriculum vitae, will not be returned.
4. Applicants **must** meet the minimum requirement/s indicated in the advertisement before lodging an application.
5. Only short listed candidates will be contacted.
6. DUT University reserves the right to verify the authenticity of all documents submitted,
7. “The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants
8. Verification will be conducted on preferred candidates only. DUT reserves the right to do a complete verification of the information you have provided. By completing and submitting this form you authorize DUT to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to minimum requirements.
9. DUT reserves the right to contact your referees or request additional referees.
10. While DUT strives for equal opportunities, preference will be given in terms of the University’s Equity Policy”
11. Applications can be sent to us using the following methods:
  - Hand Deliver: Human Resources Department (Resourcing), Tromso Building 3rd Floor, Steve Biko Campus, Durban
  - Post: Human Resources Department (Resourcing), Durban University of Technology:
  - P O Box 1334, Durban. 4000
  - E-mail: [Careers@dut.ac.za](mailto:Careers@dut.ac.za)