

**HR (R3)**

**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.

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**Personal Particulars: Title (Mr/s /Ms/Dr/ Prof)**

**Surname**

**Maiden name**

**Name**

**Race \* (Stats)**

African

Coloured

Indian

White

Other (Specify)

**Gender\*(Stats)**

Male

Female

**Citizenship**

Yes

No

**If not South African – Do you have permanent residency**

Yes

No

**No of dependents**

**Driver’s license**

Yes

No

A separate application form must be completed for **each** vacancy.

**Reference number**

**Department**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been medically boarded, if **yes** specify | Yes | No | Specify |
| Have you ever been convicted of a criminal offence? If **yes** specify | Yes | No | Specify |
| Have you ever been dismissed from any employment? If **yes** specify | Yes | No | Specify |
| Do you have any disabilities/ do you have a disability? If **yes** specify | Yes | No | Specify |
| Is there any other disclosure of circumstances you would like to make the Selection Committee aware of? | Yes | No | Specify |

**Designation of post**

**Contact Details**

**Residential address**

**Postal address**

**Work permit: (valid)**

**Id/Passport number**

**Skype address**

**How did you hear about this vacancy?**

**If Yes state names and relation**

**If Yes state names and relation**

**If Yes which department**

**No**

**Do you have family members or relatives employed at DUT?**

**Period of notice required by present employer**

**Financial contractual obligations with present employer**

**Yes**

**No**

**Yes**

**Do you currently work at DUT?**

**Work number**

**Mobile number**

**Home number**

**Email address**

**Employment History**

**List in chronological order with the current/Most recent first Do not complete with “Refer to CV”**

**Position**

**Dates of employment**

**Company/Institution**

**From Month/Year**

**To Month/Year**

**Title and Name**

**Contact number**

**Email address**

**Position and company/Institution**

**Referees**

**Write**

**Read**

**Speak**

**Language Proficiency**

**A. English**

**B.**

**C.**

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**Qualifications and Experience**

**Please complete this section in full. Do not complete with “Refer to CV”**

**Qualifications will be verified during the selection and appointment process**

**Senior Certificate/Degree/Diploma/Other qualification obtained and (Add appendix if required)**

**Institution**

**Year completed**

**/Research Record (Attach Appendix if required)**

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**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:**

All sections in this form must be completed in full and signed by the applicant.

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.

Documents submitted with applications, including curriculum vitae, will not be returned.

Applicants **must** meet the minimum requirement/s indicated in the advertisement before lodging an application. Only short listed candidates will be contacted.

DUT University reserves the right to verify the authenticity of all documents submitted,

“The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants

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.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University’s Equity Policy”

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