RHODES UNIVERSITY
Where leaders learn

APPLICATION FOR APPOINTMENT

Post: *Please state the grade/level(s) at which you wish to be considered, given the nature of the post advertised.*		**Division/Department/Institute**	

For purposes of the Employment Equity Act, please complete the information below.													
African		**Coloured**		**Chinese**		**Indian**		**White**		**Female**		**Male**	
Disabled		**If yes, indicate the nature of your disability**											
Title		**First Names**			**Preferred Name**			**Surname**					
Nationality			**For South African Citizens**										
			Are you a South African by birth?	**Yes**	**No**	**If you are a Naturalised SA citizen, please state your year of Naturalisation.**							
What permits do you hold if you are an International (i.e. you are not a South African citizen)?			**Original date of issue:**			**ID/Passport Number:**							

In terms of Immigration Legislation (Act No. 13 of 2002 & Regulations) as amended, international staff members (non-SA citizens) have to comply with the provisions of the Act. This, therefore, means that the period of employment for those who are not SA citizens will be guided by the validity period of the work permit. In line with legislation governing the employment of foreign nationals, employment contracts will be offered on the basis that a development plan will be implemented to transfer skills to a South African resident. The onus is on candidates to ensure they have a valid work permit before commencing employment at the University; failing to do so will result in termination of employment with Rhodes University.

Contact Address							
Office hours tel.		**Cell Phone**					
Email		**Are you a partner of someone working at RU? If yes, please provide your spouse's name and department.**	**Yes**	**Name and Department of spouse**	**No**		
Are you providing any goods or services to Rhodes University so that subsequent employment may create a conflict of interest?			**Yes**		**No**		
If yes, please elaborate.							
Have you previously provided any goods or services to Rhodes University such that subsequent employment may create a conflict of interest?			**Yes**		**No**		
If yes, please elaborate.							
Current position held *(Please state if unemployed)*			**Please state why you wish to leave your current position** (please do not state				

		"*still employed*" as this might affect your application)	
If you are unemployed, please indicate why you left your last position.			

Please note: If your contact details change before you have been informed of the status of your application, please notify the Recruitment & Selection Section at your earliest convenience.

Please indicate good/fair/slight.		**Read**	**Write**	**Speak**
Mother Tongue:				
2nd Language:				
3rd Language:				
4th Language:				

Please indicate the reasons for leaving your previous employers in the last ten years and/or the last six employers:				
Post 1	**Name of employer**		**Reason for leaving**	
Post 2	**Name of employer**		**Reason for leaving**	
Post 3	**Name of employer**		**Reason for leaving**	
Post 4	**Name of employer**		**Reason for leaving**	
Post 5	**Name of employer**		**Reason for leaving**	
Post 6	**Name of employer**		**Reason for leaving**	

*Referees should be individuals who can comment on your skills, knowledge and work behaviours relevant to the position for which you are applying. Please provide at least three referees. Please do not use the names of relatives. Ensure that these individuals have agreed to act as your referee and that the details provided below are **COMPLETE, ACCURATE, and UP TO DATE**. The University usually contacts referees before any interviews, and referees are asked to provide their reports by email.*

Referee's name and title	**Relationship to you, the applicant**	**Telephone during office hours**	**Email address and/or fax number** *(preferably email)*

Please confirm that you have contacted your referees and that they have agreed to act as a reference (please tick the below):	
Yes, I confirm that I have contacted my referee and they have agreed to act as a reference.	
No, I have not contacted my referee.	

How did this vacancy first come to your attention? *Please mark the relevant box:*

Print Media (please indicate which paper/printed media)									
Internal notice		**Word of mouth**		**Rhodes Website**		**Recruitment notice board**		**Other Web Media**	

Notice period/When available to commence, if application successful:		**Please give your present/most recent earnings, specifying any benefits and allowances received.**	
Date form completed:		***Type of earnings***	***Amount per annum***
Please note that: *The University reserves the right to check the accuracy of any information provided. The applicant will forfeit their application if it becomes apparent that the information provided has been fabricated or deliberately altered. Furthermore, where it is found that an employee has provided false information in the course of their application, their employment may be terminated.* *It is in your best interests to complete this form electronically as thoroughly as possible; Your CV and letter of motivation must be included in your application, but you should ensure that it contains no original documents.*	**For Queries, contact:** *046 603 8616* **Please apply online by submitting the following:** *1) This Form* *2) A Letter of Motivation* *3) Your Curriculum Vitae*	**Basic Salary**	
		Retirement fund	
		Medical Aid	
		Bonus	

Photocopies of certificates received for your most recent formal education qualifications must be submitted and certified. *It is best to complete this form as thoroughly as possible.* *Failing to provide the correct documentation will result in the automatic disqualification of your application.*	*4) All relevant certificates*	**Other Allowances** *(please specify)*	
		Total Cost to Company per annum	

Driver's licence – if relevant to the position, please refer to the job/role profile

N.B. If you are shortlisted for this position, you must bring your licence to your interview for verification.

Do you have a valid and unendorsed driver's licence for code 08 (B or EB)?	n/a	YES	NO
Do you have a valid and unendorsed Code 10 (C1)?	n/a	YES	NO
Professional Driving Permit?	n/a	YES	NO

Qualifications

Please attach copies of your certificates. The University reserves the right to verify qualifications before confirming an appointment.

Indicate your highest academic qualification only and its NQF level	Highest Qualification		
	NQF level		
Where was it obtained?		**When?**	

Previous conduct

Answering yes to any of the questions below will not automatically disqualify your application, provided you supply the necessary information and supporting documentation.

Have you ever been dismissed for incapacity from any position?	YES	NO
If YES, what have you done to address the problem areas? Please provide supporting documentation, including, but not limited to, the disciplinary hearing, findings, and the sanction, and any CCMA paperwork, if applicable.		
Have you ever been dismissed for misconduct?	YES	NO
If YES, please attach an explanatory note with supporting documentation. Please provide supporting documentation, including, but not limited to, documentation related to the disciplinary hearing, findings, and the sanction, and any CCMA paperwork, if applicable.		
Are you currently facing any disciplinary enquiry?	YES	NO
If YES, please attach an explanatory note with supporting documentation. Please provide supporting documentation, including, but not limited to, documentation related to the disciplinary hearing, findings, and the sanction, and any CCMA paperwork, if applicable.		
Have you ever resigned while facing a disciplinary enquiry?	YES	NO
If YES, please attach an explanatory note with supporting documentation. Please provide supporting documentation, including, but not limited to, documentation related to the disciplinary hearing, findings, and the sanction, as well as any CCMA paperwork if applicable.		
Have you ever resigned to avoid facing disciplinary action?	YES	NO
If YES, please attach an explanatory note with supporting documentation. Please provide supporting documentation, including, but not limited to, documentation related to the disciplinary hearing, findings, and the sanction, as well as any CCMA paperwork if applicable.		
Have you ever had sexual misconduct allegations levelled against you?	YES	NO
If YES, please attach an explanatory note with supporting documentation. The supporting documentation must include the allegations, whether you were investigated, and if so, the outcome of the investigation.		
Have you ever been investigated for sexual misconduct?	YES	NO
If YES, please attach an explanatory note with supporting documentation. The supporting documentation must include the outcome of the investigation.		
Have you ever been convicted of a criminal offence?	YES	NO
If YES, please attach an explanatory note with supporting documentation. Please provide supporting documentation, which may include but is not limited to the case number, court outcome, court transcripts, and sentencing.		

Are you currently facing criminal charges?	YES	NO
If YES, please attach an explanatory note with supporting documentation. Please provide supporting documentation, including but not limited to the charges, the case number, and any court dates that have been set.		
Do you grant the University permission to conduct employment checks, such as but not limited to qualification verification, a credit record check and the conducting of reference checks with your current and previous line managers? Answering NO to our list of questions will not, in itself, disqualify a candidate. Candidates will be disqualified if their response is dishonest/or if they fail to provide the necessary information requested.	YES	NO
If your answer is NO to granting the university permission to conduct employment checks, please provide an explanatory note below. Please note that if we are not able to conduct employment checks, it is unlikely that we will be able to extend an offer of employment to you.		

Disclaimer

Please note that: *In line with the Protection of Personal Information Act, you must permit the University to check the accuracy of any information provided. Should it become apparent that the information provided has been fabricated or deliberately altered, the application will not be considered. Furthermore, if at any stage either during the application process or once employed, it is found that an employee has provided false information in the course of their application, they will be subject to disciplinary action, which may result in the termination of their employment.* *It is in your best interests to complete this form as thoroughly as possible.* *Failing to provide the correct documentation will result in the automatic disqualification of your application.*	*I, the applicant, declare that the information in this application is correct and permit the University to validate any information provided and disseminate such information to third parties as part of the process and beyond, should an appointment be made.* *I acknowledge having read the particulars of this post. This stands instead of a signature.*	*Tick here*