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|  | **APPLICATION FOR** **EMPLOYMENT****LS 140** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Reference nr:** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **KINDLY COMPLETE THIS FORM AND RETURN IT TO THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE AT:** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **E-mail:** jobs@cut.ac.za  | Pres Brand StreetPrivate Bag x20539Bloemfontein, 9300 |  **By hand:** Room 24,  ZR Mahabane Building |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | IMPORTANT REMARKS *(Kindly ensure that you read and comply before submitting your application)** Please complete a separate application form for each vacancy applied for.
* Please quote the reference number of the vacancy as indicated on the advertisement.
* Only complete applications consisting of **ALL** of the documents listed below will be considered for selection.
	+ 1. A completed CUT application form; (Application forms are available on CUT’s website, [www.cut.ac.za](http://www.cut.ac.za) under “Careers” or via e-mail (jobs@cut.ac.za)
		2. A comprehensive Curriculum Vitae;
		3. A **certified** copy of the South African identity document or passport;
		4. A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); **and**
		5. A certified copy of the SAQA **accreditation** of any qualifications obtained at education institutions **outside South Africa.**
* Verification of all qualifications may be required.

**Failure to submit a complete application may result in the disqualification of the application from the selection process.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A:** | **POST DETAILS** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Post applied for:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Faculty / Division:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Are you willing to be considered for a post at a lower level?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B:** | **ABRIDGED PERSONAL DETAILS** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *Your kind assistance in completing the following summary is required. The comprehensive application follows on the next page of the application form* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Title:** |  | **Surname:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Full names:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Contact number:** |  |  |  |  |  |  |  |  |  |  |  | **e-mail:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Current town & country:** |  | **Current Position:** |  |  |
|  |  |  |  |
|  | **Years of RELEVANT experience:** |  | **Total years work experience:** |  |  |
|  |  |  |  |
|  | **Details to be used for Employment Equity reporting:** |  |
|  |  |  |  |
|  | **Do you have a disability?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  | **Race** | ***African*** |  | ***Coloured*** |  | ***Indian*** |  | ***White*** |  |  |
|  |  |  |  |
|  | **Gender** | ***Female*** |  | ***Male*** |  |  |
|  |  |  |  |
|  | **Are you a South African citizen?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |
|  | **Salary expectation:** |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **C:** | **FULL PERSONAL DETAILS** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Title:** |  | **Surname:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Full names:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **ID / Passport number:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Date of birth:** | **Y** | **Y** | **Y** | **Y** | **M** | **M** | **D** | **D** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Home language:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Alternative contact number:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Postal address:** |  |  |
|  |
|  | **Code:** |  |  |  |  |  |
|  |  |  |  |
|  | **Residential address:***(if different from above)* |  |  |
|  |
|  |  |  |  |
|  | **If you are a South African citizen, how?** | ***Through naturalisation*** |  | ***By birth*** |  |  |
|  |  |  |  |  |  |  |
|  | **If NOT, do you have a valid South African work permit?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |  |  |  |
|  | **Have you ever been found guilty of a criminal offence?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |  |  |  |
|  | **Please note:** *A criminal offence will not necessarily disqualify you from the position for which you have applied.* |  |
|  | **If YES, please provide full particulars:** |  |  |
|  |
|  |  |  |  |  |  |  |
|  | **Do you have a family member currently working at the CUT?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |  |  |  |
|  | **Knowledge of languages:** |  |
|  |  | **English:** | **Other** *(please specify)***:** |  |
|  |  |  |
| **Poor** | **Good** | **Fluent** | **Poor** | **Good** | **Fluent** | **Poor** | **Good** | **Fluent** | **Poor** | **Good** | **Fluent**  |
| **Read** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Write** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Speak** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **D:** | **DETAILS OF CURRENT POSITION** |  |
|  |  |  |  |  |  |  |
|  | **Current employer:** |  |  |
|  |  |  |  |  |  |  |
|  | **Employer’s address:** |  |  |
|  | **Code:** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Current remuneration:** |  |  |
|  |  |  |  |  |  |  |
|  | **State any contractual liability to your current employer:** *(nature; amount; commitment period, etc.)* |  |
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|  |  |  |  |  |  |  |
| **E:** | **QUALIFICATIONS AND REGISTRATION** |  |
|  |  |  |  |  |  |  |
|  | **Please list all formal academic qualifications, starting with the highest/most recent:** |  |
|  | **Degree / Diploma / Certificate** | **Institution** | **Year obtained** | **Degree / Diploma / Certificate** | **Institution** | **Year obtained** |  |
| *1* |  |  | *3* |  |  |
| *2* |  |  | *4* |  |  |
|  |  |  |  |  |  |  |
|  | **If you are in possession of a Master’s degree/ Doctorate or equivalent , please indicate:**  |  |
|  |  |  |  |  |  |  |
|  | **Degree:** |  | **Study leader / promoter:** |  |  |
|  |  |  |  |  |  |  |
|  | **Title of thesis / dissertation:** |  |  |
|  |  |  |  |  |  |  |
|  | **Please list all professional qualifications (e.g. C.A; C.I.S, etc.)** |  |
|  | **Qualification** | **Professional body** | **Year obtained** | **Qualification** | **Professional body** | **Year obtained** |  |
| *1* |  |  | *2* |  |  |
|  |  |  |  |  |  |  |
|  | *Please ensure that you list any other important qualifications in your CV* |  |
|  |  |  |  |  |  |  |
|  | **Are you currently busy with further studies?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |  |  |  |
|  | **If YES, what and when is the final examination?** |  |  |
|  |  |  |  |  |  |  |
|  | **Registration with statutory boards / councils AND any professional, specialist and/or scientific societies:** |  |
|  | **Registering body** | **Category of registration** | **Date of 1st registration** |  |
|  |  |  |
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| **F:** | **RELEVANT EXPERIENCE – OTHER THAN ACADEMIC** *(only list the four most recent positions you have held)* |  |
|  |  |  |  |  |  |  |
|  | **Name of employer** | **Post title** | **From** | **Till** | **Years of service** |  |
|  |  |  |  |  |
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| **G:** | **ACADEMIC EXPERIENCE** *(only complete this section if you are applying for an academic position)* |  |
|  |  |  |  |  |  |  |
|  | **Name of employer** | **Post title** | **From** | **Till** | **Years of service** |  |
|  |  |  |  |  |
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|  | **If you are applying for an academic lecturing and/or research position, kindly ensure that your CV contains details (if any) of all the following:*** Publications *(Authorship / Co-authorship; Title; Publisher; Date)*
* Contributions to scientific journals *(Title of Article; Scientific journal; Year; Volume; Page)*
* Lectures / presentations to specialist audiences *(Occasion; Title; Date)*
* Important unpublished reports / memoranda
 |  |
|  |  |  |  |  |  |  |
|  | **Are you currently busy with research?** | ***Yes*** |  | ***No*** |  |  |
|  |  |  |  |  |  |  |
|  | **Title of research project:** |  |  |
|  |  |  |  |  |  |  |
| **H:** | **ADDITIONAL INFORMATION** |  |
|  |  |  |  |  |  |  |
|  | *Please furnish any additional information you regard as important in support of your application, e.g. bursaries; awards; portfolios and exhibitions; extraordinary achievement; special skills and abilities in your CV* |  |
|  |  |  |  |  |  |  |
| **I:** | **REFERENCES** |  |
|  |  |  |  |  |  |  |
|  | *Please furnish details of at least* ***THREE*** *references, at least two of which should be work-related. CUT reserves the right to contact references for a personal report regarding the applicant however please rest assured that the CUT will not contact any references without your prior knowledge.* |  |
|  |  |  |  |  |  |  |
|  | **Name** | **Capacity** | **Contact details** |  |
|  |  |  |
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| **J:** | **DECLARATION** |  |
|  |  |  |  |  |  |  |
|  | *I declare that the particulars furnished by me on this form are true and correct, and I understand that any false or incorrect information supplied by me could result in my immediate dismissal in accordance with the Statutes of CUT.* |  |
|  |  |  |  |  |  |  |
|  | **Applicant:** |  |  |  |  |
|  |  | **SIGNATURE** |  | **DATE** |  |  |
|  |  |  |  |  |  |  |