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|  | | | | | **APPLICATION FOR**  **EMPLOYMENT**  **LS 140** | | | | | | | | | | |
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|  |  | | | | Reference no | | |  | | Application no | | |  | |  |
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|  | **KINDLY COMPLETE THIS FORM AND RETURN IT TO THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE AT:** | | | | | | | | | | | | | |  |
|  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |
|  | **E-mail:**  jobs@cut.ac.za | **Per mail:**  Private Bag x20539  Bloemfontein, 9300 | | | | | **By hand:**  The Resourcing office, ZR Mahabane Building  Pres. Brand Street Bloemfontein | | | | | | | |  |
|  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |
|  | 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) 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.** | | | | | | | | | | | | | |  |
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| **A:** | | **POST DETAILS** | | | | | | | | | | | |  |
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|  | Post applied for | |  | | | | | | | | | | |  |
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|  | Faculty / Division | |  | | | | | | | | | | |  |
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|  | Are you willing to be considered for a post at a lower level? | | | | | | | | | *Yes* |  | *No* |  |  |
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| **B:** | | **ABRIDGED PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | *Your kind assistance in completing the following summary is required. The comprehensive application follows on the next page of the application form* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Title | |  | | | | | | | | | | | | | | Surname | | | |  | | | | | | | | | | | | | | | | |  |
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|  | Full names | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Contact number | |  |  | |  | | | |  | | |  |  | | | |  |  |  | | | |  | | |  | e-mail | | | |  | | | | | |  |
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|  | Current town & country | | | |  | | | | | | | | | | | | | | | | | Current Position | | | | | | | | |  | | | | | | |  |
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|  | Years of RELEVANT experience | | | | | | | |  | | | | | | | | | | | | | Total years’ work experience | | | | | | | | | | | | |  | | |  |
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|  | Details to be used for Employment Equity reporting: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Do you have a disability? | | | | | | | | | | *Yes* | | | | | | | | | | | | | | | | | | | | | |  | *No* | | |  |  |
|  |  | | | | | |  |  | | | | | | |  | |  | | | |  | |  | | | | | |  |  | | | | |  |  |  |  |
|  | Race | | | | | | *African* | | | | | | | | |  | | *Coloured* | | | | | | |  | *Indian* | | | | | | |  | *White* | | |  |  |
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|  | Gender | | | | *Female* | | | | | | | | | | |  | | *Male* | | | | | | |  |  | | | | | | | | | | | | |
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|  | Are you a South African citizen? | | | | | | | | | | | *Yes* | | | |  | | *No* | | | | | | |  |  | | | | | | | | | | | | |
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|  | Salary expectation | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **C:** | | **FULL PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Title | | | | | |  | | | | | | | | Surname | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Full names | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | ID / Passport number | | | | | |  | | |  | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | | | | |  | | | | |  | | | |  | | |  | |  |
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|  | Date of birth (YYYY/MM/DD) | | | | | |  | | |  | | |  | | |  | | **/** | | | |  | | |  | | | **/** | | | |  | | | | | |  | | | | | |  | | | | | | |  |
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|  | Home language | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Alternative contact number | | | | | |  | | |  | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | | | | |  | | | | |  | | | |  | | |  | |  |
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|  | Postal address | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Residential address  *(if different from above)* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | If you are a South African citizen, how? | | | | | | | | | | | *Through naturalisation* | | | | | | | | | | | | | | | | | | | | | | | |  | | | | *By birth* | | | | | | | | | |  |  |
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|  | 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: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Do you have a personal / professional relationship with any employee currently working at the CUT? | | | | | | | | | | | | | | | | | | | | | | *Yes* | | | | | | | | | | | | |  | | | | *No* | | | | | | | | | |  |  |
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|  | Knowledge of languages | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | **English** | | | | | | **Other** *(please specify)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Poor** | **Good** | **Fluent** | | | | **Poor** | | **Good** | | | | | | **Fluent** | | | **Poor** | | | | | | **Good** | | | | **Fluent** | | | | **Poor** | | | | | | | | | **Good** | | | | **Fluent** | | | |
| Read | |  |  |  | | | |  | |  | | | | | |  | | |  | | | | | |  | | | |  | | | |  | | | | | | | | |  | | | |  | | | |
| Write | |  |  |  | | | |  | |  | | | | | |  | | |  | | | | | |  | | | |  | | | |  | | | | | | | | |  | | | |  | | | |
| Speak | |  |  |  | | | |  | |  | | | | | |  | | |  | | | | | |  | | | |  | | | |  | | | | | | | | |  | | | |  | | | |
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| **D:** | | **DETAILS OF CURRENT POSITION** | | | | | | | | | | |  |
|  |  | |  | | | |  |  | | | |  |  |
|  | Current employer | |  | | | | | | | | | |  |
|  |  | |  | | | |  |  | | | |  |  |
|  | Employer’s address | |  | | | | | | | | | |  |
|  | Code: |  |  | | |  |  |  | |
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|  | State any contractual liability to your current employer: *(nature; amount; commitment period, etc.)* | | | | | | | | | | | |  |
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| **E:** | | **QUALIFICATIONS AND REGISTRATION** | | | | | | | | | | | | | | | |  |
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|  | 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* | |  | | | |  | |
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|  | If you are in possession of a Master’s degree/ Doctorate or equivalent , please indicate: | | | | | | | | | | | | | | | | |  |
|  |  | | | |  | | | | | | | | |  |  | |  |  |
|  | Degree | | |  | | Study leader / promoter | | | | |  | | | | | | |  |
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|  | Title of thesis / dissertation | | | |  | | | | | | | | | | | | |  |
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|  | Please list all professional qualifications (e.g. CA; 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? | | | | | | | |  | | | | | | | | |  |
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|  | 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)* | | | | | | | | | | | | |  |
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|  | **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)* | | | | | | | | | |  |
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|  | **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 | |  | | | | | | | | |  |
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| **H:** | | **ADDITIONAL INFORMATION** | | | | |  |
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|  | *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* | | | | | |  |
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| **I:** | | **REFERENCES** | | | | | | |  |
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|  | *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** | | | | |  |  |
|  |  | | |  | | | |  | |  |  |  |