



**APPLICATION FOR EMPLOYMENT**  
**SUPPORT STAFF**

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Please note that applications for employment are only received on this official application form. Please do not submit your CV. Only detail completed on this form will be considered.

Once you have completed this form, please:

- Save a copy; and
  - E-mail to us as an attachment at the address provided in the advert, quoting the advert reference number in the subject line.
- .....
- ....

Applicant's Name		
Title	First Names	Surname
<b>UKZN Staff Number, if applicable</b>		
Advertised Position's Details		
<b>Reference number</b>		
<b>Post Title</b>		
<b>Division / College</b>		
<b>Department / School</b>		
<b>Closing Date</b>		
<b>Date of Application</b>		
Please provide a brief motivation below indicating how you meet all of the advertised minimum requirements specified in the advertisement		
<b>Requirement 1</b>		
<b>Requirement 2</b>		
<b>Requirement 3</b>		
<b>Requirement 4</b>		
<b>Requirement 5</b>		
<b>Requirement 6</b>		

Personal Details	
Identity number	Date of Birth
Nationality	Passport no.
Valid work permit <input type="checkbox"/> Yes / <input type="checkbox"/> No Expiry date:	
If you were not born in RSA please indicate effective date of your citizenship approval in RSA	Nature of current status _____  Effective date _____
Drivers' licence - State code:	Own vehicle <input type="checkbox"/> Yes / <input type="checkbox"/> No
Race <input type="checkbox"/> African/ <input type="checkbox"/> Coloured/ <input type="checkbox"/> Indian/ <input type="checkbox"/> White	Gender <input type="checkbox"/> Male/ <input type="checkbox"/> Female
Do you have a disability? If answer is "yes" please specify	
Marital Status <input type="checkbox"/> Married/ <input type="checkbox"/> Single/ <input type="checkbox"/> Widowed/ <input type="checkbox"/> Divorced	Maiden Surname (if applicable):
No. of dependants:	
Have you ever been convicted of a criminal offence? If answer is "yes", please specify	
Have you ever been dismissed from a previous employer or resigned in contemplation of being dismissed? Please state reason if answer is "yes"	
Have you previously been employed by the University of KwaZulu-Natal or Durban-Westville or Natal?	
Are you related to any current staff member/s of the University of KwaZulu-Natal. If answer is "yes", please specify	

Personal Contact Details	
Home phone:	Cell phone:
Work phone:	Fax:
Email (preferred):	Email (alternative)
Residential Address	
Street Name and Number	
Suburb	City
Province	Postal Code

Country					
<b>Postal Address</b>					
Street Number / Post Box					
Suburb		City			
Province		Postal Code			
Country					
<b>Contact Person / Next of Kin</b>					
Name	Relationship	Cellphone	Home	Work	Email

<b>Remuneration</b>	
Current Total Remuneration Package (including all benefits)	
Salary excluding benefits	
List all benefits and their annual value	
Bonus incentives (13 <sup>th</sup> cheque or performance bonus)	
Commission (average)	
Expected Salary	
Expected Total Remuneration Package	

<b>General Information</b>	
Where did you see the advert for this position?	
Languages – indicate <u>Speak/ Read/ Write</u>	
Computer Skills	
Skills / Attributes	

<b>Membership of professional bodies</b>	
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<b>Schooling</b>		
<b>Name of School / Institution</b>		
<b>Highest Standard / Grade passed</b>		<b>Date completed</b>
<b>Subjects passed (+symbols if available)</b>		
<b>Tertiary Qualifications Completed</b>		
<b>1</b>		
<b>Qualification</b>		<b>Name of Institution</b>
<b>Date completed</b>	<b>Fulltime duration, e.g. 3 years</b>	<b>Majors</b>
<b>2</b>		
<b>Qualification</b>		<b>Name of Institution</b>
<b>Date completed</b>	<b>Fulltime duration</b>	<b>Majors</b>
<b>3</b>		
<b>Qualification</b>		<b>Name of Institution</b>
<b>Date completed</b>	<b>Fulltime duration</b>	<b>Majors</b>

<b>Additional Courses/ Workshops/ Seminars/ Training Programmes</b>		
<b>Course Name</b>	<b>Institution</b>	<b>Date Completed and Duration</b>

<b>Awards and Recognition</b>			
List any awards, honours or other form of recognition. Include membership, over the last five years, of any National or International advisory or professional committee			
<b>Award (egg. Merit award)</b>	<b>Institution granting award/ recognition</b>	<b>Date granted</b>	<b>Brief explanation if applicable</b>

<b>Employment History 1 (please list most recent first)</b>	
<b>Dates from and to (include month and year)</b>	<b>Job Title and Level</b>
<b>Institution / Company name</b>	<b>Location</b>
<b>Industry /Nature of business</b>	<b>Company size (employees)</b>
<b>Number of subordinates</b> (directly reporting to you)	<b>Reasons for leaving</b>
<b>Line Manager</b>	<b>Designation of Line Manager</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Referee</b>	<b>In what capacity did you report to this referee</b>
<b>Contact details - Email &amp; cellphone</b>	

<b>Please detail your duties / responsibilities</b>	
<b>Employment History 2 (previous)</b>	
<b>Dates from and to (include month and year)</b>	<b>Job Title and Level</b>
<b>Institution / Company name</b>	<b>Location</b>
<b>Industry /Nature of business</b>	<b>Company size (employees)</b>
<b>Number of subordinates</b> (directly reporting to you)	<b>Reasons for leaving</b>
<b>Line Manager</b>	<b>Designation of Line Manager</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Referee</b>	<b>In what capacity did you report to this referee</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Please detail your duties / responsibilities</b>	
<b>Employment History 3 (previous)</b>	
<b>Dates from and to (include month and year)</b>	<b>Job Title and Level</b>
<b>Institution / Company name</b>	<b>Location</b>

<b>Industry /Nature of business</b>	<b>Company size</b> (employees)
<b>Number of subordinates</b> (directly reporting to you)	<b>Reasons for leaving</b>
<b>Line Manager</b>	<b>Designation of Line Manager</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Referee</b>	<b>In what capacity did you report to this referee</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Please detail your duties / responsibilities</b>	
<b>Employment History 4</b> (previous)	
<b>Dates from and to (include month and year)</b>	<b>Job Title and Level</b>
<b>Institution / Company name</b>	<b>Location</b>
<b>Industry /Nature of business</b>	<b>Company size</b> (employees)
<b>Number of subordinates</b> (directly reporting to you)	<b>Reasons for leaving</b>
<b>Line Manager</b>	<b>Designation of Line Manager</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Referee</b>	<b>In what capacity did you report to this referee</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Please detail your duties / responsibilities</b>	

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**Employment History 5 (previous)**

<b>Dates from and to (include month and year)</b>	<b>Job Title and Level</b>
<b>Institution / Company name</b>	<b>Location</b>
<b>Industry /Nature of business</b>	<b>Company size (employees)</b>
<b>Number of subordinates</b> (directly reporting to you)	<b>Reasons for leaving</b>
<b>Line Manager</b>	<b>Designation of Line Manager</b>
<b>Contact details - Email &amp; cellphone</b>	
<b>Referee</b>	<b>In what capacity did you report to this referee</b>
<b>Contact details - Email &amp; cellphone</b>	

**Please detail your duties / responsibilities**

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**Additional motivation**

Include any other information which you would like the panel to consider regarding your knowledge, skills or attributes

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Thank you for completing this application form. Please attach your research record before submitting to us.

**Please note that:**

1. UKZN reserves the right not to fill the post or to re-advertise to widen the pool of applicants
2. UKZN reserves the right to do a complete verification of the information you have provided. By completing and submitting this form you authorize UKZN 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. You further indemnify our external Service Providers from liability for any action arising out of the verification. A copy of the verification will be made available to you on request. We only conduct verification of our preferred candidates.
3. We reserve the right to contact your referees or request additional referees.
4. Only short listed candidates will be contacted. If you do not hear from us within four weeks of the closing date please assume you were unsuccessful
5. We require certified copies of all identity documents/matriculation/degree/diploma certificates only if you are shortlisted
6. UKZN is committed to employment equity and may grant preference to candidates in terms of its employment equity priorities.
7. By completing and submitting this application form you are consenting to the University of KwaZulu-Natal processing your Personal Information as set out in the attached Section 18 Notice as required by the Protection of Personal Information Act, 2013.

## **SECTION 18 NOTIFICATION TO POTENTIAL AND EXISTING STAFF, MEMBERS OF COUNCIL AND OTHER VARIOUS COMMITTEES; RETIREE, ADJUNCT, HONORARY & VISITOR APPOINTMENTS**

The University of KwaZulu-Natal, located at University Road, Chiltern Hills, Westville, 3629, South Africa (hereinafter referred to as “UKZN” and/or “the University” ), is required to process your personal information for any or all of the following reasons:

- to complete your application for employment and/or subsequent placement at the University as an employee and/or a member of Council and/or other committees and/or as a retiree, adjunct, honorary and/or visitor appointment, if successful;
- for verification of educational, employment history and/or credit history (if relevant);
- to facilitate the process of allowing you access to the various University systems and premises;
- to communicate with you regarding University activities;
- for payment purposes;
- for statistical purposes;
- for the various reasons pertaining to your employment for example membership of the University medical aid scheme;
- for performance management processes;
- to facilitate the process of authorising and allowing you access to the various University premises;
- for marketing, communication and/or information purposes;
- for soliciting donations;
- as a good governance practice
- for travel arrangements pertaining to your appointment (if applicable) at the University.

The types of information that may be processed (dependant on the reason for processing as stated above) may include your:

- name and surname;
- maiden name (if applicable);
- image;
- identity number;
- UKZN staff number (if applicable);
- Date of birth;
- Nationality;
- Passport number (if relevant);
- Work permit details (if applicable);
- Citizenship details (if applicable);
- Driver’s license details;
- Gender;
- Details regarding any disabilities (if applicable);
- Marital status;
- Number of dependants;
- Criminal convictions (if applicable);
- Previous dismissals from employment (if applicable);
- Contact details;
- Residential and/or postal address;
- Next of Kin details;
- Languages that you are able to speak and/or read and/or write;
- Membership of professional bodies;
- Secondary and tertiary education details;
- Details of any other education initiatives pursued;
- Awards and/or other forms of recognition;

- Employment history (which may include details of teaching and research activities if applicable);
- Curriculum Vitae.

The afore-mentioned information must be provided by yourself and/or your parent/guardian (if you are younger than 18 years of age) **(this would apply to students who tutor if they are younger than 18 years of age)**. The provision of the afore-mentioned information is both a mandatory and a contractual requirement (to fulfil the contractual agreement between the University and yourself should you be accepted into the University as an employee; and/or member of Council and/or other committee; and/or as a retiree, adjunct, honorary and/or visitor appointment) and the failure to provide same and/or an objection to use the information may result in your non-acceptance at the University (in any and/or all of the afore-mentioned posts) as your information is required for the legitimate reasons as mentioned in this document.

Your personal details may also be utilised by the University for marketing and/or communication and/or branding initiatives.

The University may also be bound by legislative requirements (such as those contained in the Higher Education Act 101 of 1997 and the various applicable Labour Laws) and/or good governance practices to obtain and/or retain the information for record keeping and/or statistical purposes.

UKZN will endeavour to ensure that the appropriate security measures are in place and/or implemented, for both electronic and paper based formats that are used for processing your personal information, to avoid any and all instances of security breaches.

Should a cross border transfer of your information be required, the University undertakes to ensure that the recipient of the information is bound to safe-guard your information in accordance with the requirements of the Protection of Personal Information Act 4 of 2013.

Recipients of your information may include the University, government structures, potential employers (should you apply for subsequent employment and your potential employer is required to verify your previous or current employment with the University) and/or research institutions. Where your information is required for the research purposes, the University will endeavour to ensure that same is fully anonymised and de-identified.

You have the right to access and amend your personal information using the relevant University platform and you remain solely responsible for ensuring that your information is correct and up to date at all times. Please send an email to [informationoffice@ukzn.ac.za](mailto:informationoffice@ukzn.ac.za) for guidance in this regard.

The continuation and completion of the application process by yourself and/or your continued employment with the University is interpreted as your specific and informed expression of will as required by the Protection of Personal Information Act 4 of 2013.

Should you wish to lodge a complaint in this regard, kindly contact the Information Regulator. The contact details are as follows:

Should you wish to lodge a complaint in this regard, kindly contact the Information Regulator. The contact details are as follows:

Website: <https://www.justice.gov.za/inforeg/>

Address: **The Information Regulator (South Africa)**  
JD House, 27 Stiemens Street  
  
Braamfontein, Johannesburg  
P.O Box 31533  
Braamfontein, Johannesburg, 2017

**Complaints** email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

**General enquiries** email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za).

Telephone: +27 (0) 10 023 5200