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|  | | | | | **APPLICATION FOR**  **EMPLOYMENT**  **LS 140** | | | | | | | | | | |
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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, permanent residence permit, and/or passport and work permit, if applicable;     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. * The certification of copies included in the application should be within three (3) months of the submission of the application.   **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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| **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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|  | Highest qualification | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | |  | | | |  |
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|  | Details to be used for Employment Equity reporting: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Do you have a disability? | | | | | | | *Yes* | | | |  | | | *No* | | | |  | | |  | | | | | | | | | | | | | | | |
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|  | Race | | | | | | | *African* | | | |  | | | *Coloured* | | | |  | | | *Indian* | | | |  | | *White* | | | |  | |  | | | |
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|  | Gender | | | | | | | *Female* | | | |  | | | *Male* | | | |  | | |  | | | | | | | | | | | | | | | |
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|  | Are you a South African citizen? | | | | | | | *Yes* | | | |  | | | *No* | | | |  | | | *By birth?* | | | |  | | *By naturalisation?* | | | |  | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | If you are a naturalised SA citizen, when did you receive citizenship? | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  |
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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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|  | Knowledge of languages *(CUT retains the right to test competency in the languages listed)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | **English** | | | | | | | | | | | | **Other** *(please specify)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **Poor** | | **Good** | | | | **Fluent** | | | | | | **Poor** | | | | | | | | **Good** | | | | | | **Fluent** | | | | | | | | **Poor** | | | | | | **Good** | | | | | | | | **Fluent** | | | | **Poor** | | | | | | | | | | | **Good** | | | | | | **Fluent** | | | | | | | |
| Read | | |  | |  | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | | | | | | | |  | | | | | |  | | | | | | | |
| Write | | |  | |  | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | | | | | | | |  | | | | | |  | | | | | | | |
| Speak | | |  | |  | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | | | | | | | |  | | | | | |  | | | | | | | |
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|  | Computer literacy *(CUT retains the right to test competency in the programmes listed)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | **Word** | | **Excel** | | | | **Out-look** | | | | | | **Other** *(please specify)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Basic | | |  | |  | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | | | | | | | |  | | | | | |  | | | | | | | |
| Intermediate | | |  | |  | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | | | | | | | |  | | | | | |  | | | | | | | |
| Advanced | | |  | |  | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | | | | | | | |  | | | | | |  | | | | | | | |
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| **D:** | | **QUALIFICATIONS AND REGISTRATION** | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Please list all **COMPLETED** formal academic qualifications, starting with the highest/most recent and attach certified copy of qualification | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Degree / Diploma / Certificate** | | | **Institution** | | | | **Year obtained** | | | | | | **Degree / Diploma / Certificate** | | | | | **Institution** | | | | | | **Year obtained** | | | |  |
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|  | If you are in possession of a Master’s / Doctorate degree or equivalent , please indicate for the highest: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | 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** | | | |  |
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|  | Are you currently busy with further studies? | | | | | | | | | *Yes* | | | | | | | | | | | |  | *No* | | | |  | |  |
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|  | 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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| **E:** | **EXPERIENCE – PLEASE COMPLETE THE ATTACHED SUMMARY** |  |

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| **F:** | | **RESEARCH OUTPUTS, POST-GRADUATE SUPERVISION AND COMMUNITY ENGAGEMENT** *(only complete this section if you are applying for an academic position)* | | | | | | | | | | |  |
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|  | **If you are applying for an academic lecturing and/or research position, kindly ensure that your CV contains the full details (if any) of all the following, as the below section is only a summary:**   * 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 | | | | | | | | | | | |  |
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|  | How many books have you authored / co-authored? | | | | | | | | |  | | |  |
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|  | How many articles have you published? | | | | | | | | |  | | |  |
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|  | How many conference proceedings have you published? | | | | | | | | |  | | |  |
|  |  | | |  | | | |  |  |  | | |  |
|  | How many post-graduate students have you successfully supervised? | | | | | | | | |  | | |  |
|  |  | | |  | | | |  |  |  | | |  |
|  | With how many community engagement projects have you been involved? | | | | | | | | |  | | |  |
|  |  | | |  | | | |  |  |  | | |  |
|  | Are you currently busy with research? | | | | *Yes* |  | *No* | | | |  | |  |
|  |  | |  | | |  |  | | | |  | |  |
|  | Title of research project | | |  | | | | | | | | |  |
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| **G:** | | | **GENERAL INFORMATION & DECLARATIONS** | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | |  | | |  | | | | | | | | | | | | | |  | | |  | | | |  |  |
|  | | I declare that the particulars furnished by me in this application 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. | | | | | | | | | | | | | | *Yes* | | | | | |  | | *No* |  | |  |
|  | |  | |  | | | | | | | | | | | | | | | | | |  | |  |  | |  |
|  | | I declare that I have disclosed all material facts relating to my application for employment at CUT. | | | | | | | | | | | | | | *Yes* | | | | | |  | | *No* |  | |  |
|  | |  | |  | | | | | | | | | | | | | | | | | |  | |  |  | |  |
|  | | Do you want to be added to a database of applicants and do you agree to receive possible future communication about available posts? | | | | | | | | | | | | | | *Yes* | | | | | |  | | *No* |  | |  |
|  | |  | |  | | | | | | | | | | | | | | | | | |  | |  |  | |  |
|  | | I agree that CUT may perform background- and reference checks | | | | | | | | | | | | | | *Yes* | | | | | |  | | *No* |  | |  |
|  | |  | |  | | | | | | | | | | |  | | |  | | | | | | |  | |  |
|  | Have you ever been found guilty of a criminal offence? | | | | | | | | | *Yes* | | | | | | |  | | | *No* | | | | |  | |  |
|  |  | | | | | |  | | | | | | | | | |  | | |  | | | | |  | |  |
|  | If YES, please provide full particulars:  **Please note:** *Declaring a criminal offence will not necessarily disqualify you from the position for which you have applied, but failure to do so will.* | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | |  | | | | | | | | | |  | | |  | | | | |  | |  |
|  | Do you have any relatives or friends presently employed by CUT? | | | | | | | | | | | | | *Yes* | | |  | | | *No* | | | | |  | |  |
|  |  | | | | | |  | | | | | | | | | |  | | |  | | | | |  | |  |
|  | If YES, please provide full particulars on the nature of ALL relationship(s) and in which department / unit the person(s) is employed:  **Please note:** *Declaring a relationship with a CUT employee will not necessarily disqualify you from the position for which you have applied, but failure to do so will.* | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | |  | | | | | | | | | |  | | |  | | | | |  | |  |
|  | | Where did you find out about this post? | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | |  | |  | | | | | | | | | | |  | | |  | | | | | | |  | |  |
|  | | Newspaper | | | | | |  | Which one? | |  | | | | | | | | | | | | | | | |  |
|  | |  | |  | | | |  |  | | | | | | | | | | | | | | | |  | |  |
|  | | CUT’s website | | | | | |  | Internal CUT communication | | | | | | | | | | | | | | | |  | |  |
|  | |  | |  | | | |  |  | | | | | | | | | | | | | | | |  | |  |
|  | | Other website | | | | | |  | Which one? | |  | | | | | | | | | | | | | | | |  |
|  | |  | |  | | | |  |  | | | | | | | | | | | | | | | |  | |  |
|  | | Word of mouth | | | | | |  |  | | | | | | | | | | | | | | | |  | |  |
|  | |  | |  | | | | | | | | | | |  | | |  | | | | | | |  | |  |
|  | | **Applicant:** | | | |  | | | | | |  |  | | | | | | | | | | | | | |  |
|  | |  | | | | **SIGNATURE** | | | | | |  | **DATE** | | | | | | | | | | | | |  |  |
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|  | **SUMMARY OF WORK EXPERIENCE AND REFERENCES** | | | | | | | | | | |  |
|  |  |  |  | |  | |  | | |  |  |  |
|  | *Kindly complete the below table, starting with your most recent / current employment. Please provide only information on the positions that are most relevant to the post for which you have applied. Any additional information can be provided in the CV.* | | | | | | | | | | |  |
|  | | | | | | | | | | | | |
|  | Employer name and address | Post title and main responsibilities | | | | | | | | | |  |
|  |  | | | | | | | | | |
| Supervisor’s name |  | | | | | Contact details (🕻 & 🖅) |  | | |
| Start date |  | End date | |  | | Reason for leaving |  | | |
|  | | | | | | | | | | | | |
|  | Employer name and address | Post title and main responsibilities | | | | | | | | | |  |
|  |  | | | | | | | | | |
| Supervisor’s name |  | | | | | Contact details (🕻 & 🖅) |  | | |
| Start date |  | End date | |  | | Reason for leaving |  | | |
|  | | | | | | | | | | | | |
|  | Employer name and address | Post title and main responsibilities | | | | | | | | | |  |
|  |  | | | | | | | | | |
| Supervisor’s name |  | | | | | Contact details (🕻 & 🖅) |  | | |
| Start date |  | End date | |  | | Reason for leaving |  | | |
|  | | | | | | | | | | | | |
|  | Employer name and address | Post title and main responsibilities | | | | | | | | | |  |
|  |  | | | | | | | | | |
| Supervisor’s name |  | | | | | Contact details (🕻 & 🖅) |  | | |
| Start date |  | End date | |  | | Reason for leaving |  | | |
|  | | | | | | | | | | | | |