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|  | **APPLICATION FOR** **EMPLOYMENT****LS 140** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **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 x20539Bloemfontein, 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** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Post applied for |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Faculty / Division |  |  |
|  |  |  |  |  |  |  |
|  | Reference number |  |  |
|  |  |  |  |  |  |  |

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| **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 |  |  |
|  |  |  |  |
|  | Highest qualification |  |  |  |  |
|  |  |  |  |
|  | 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* |  | *By birth?* |  | *By naturalisation?* |  |  |
|  |
|  | If you are a naturalised SA citizen, when did you receive citizenship? |  |  |
|  |  |  |  |  |  |  |

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| **C:** | **FULL PERSONAL DETAILS** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Title |  | Surname |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Full names |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ID / Passport number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date of birth (YYYY/MM/DD) |  |  |  |  | **/** |  |  | **/** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Home language |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Alternative contact number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Postal address |  |  |
|  |
|  |  |  | Code |  |  |  |  |  |  |
|  |  |  |  |
|  | Residential address*(if different from above)* |  |  |
|  |
|  |  |  |  |
|  | Knowledge of languages *(CUT retains the right to test competency in the languages listed)* |  |
|  |  | **English** | **Other** *(please specify)* |  |
|  |  |  |
| **Poor** | **Good** | **Fluent** | **Poor** | **Good** | **Fluent** | **Poor** | **Good** | **Fluent** | **Poor** | **Good** | **Fluent**  |
| Read |  |  |  |  |  |  |  |  |  |  |  |  |
| Write |  |  |  |  |  |  |  |  |  |  |  |  |
| Speak |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Computer literacy *(CUT retains the right to test competency in the programmes listed)* |  |
|  |  | **Word** | **Excel** | **Out-look** | **Other** *(please specify)* |  |
|  |  |  |  |  |  |  |  |  |
| Basic |  |  |  |  |  |  |  |  |  |  |  |  |
| Intermediate |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced |  |  |  |  |  |  |  |  |  |  |  |  |
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| **D:** | **QUALIFICATIONS AND REGISTRATION** |  |
|  |  |  |  |  |  |  |
|  | Please list all **COMPLETED** formal academic qualifications, starting with the highest/most recent and attach certified copy of qualification |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Degree / Diploma / Certificate** | **Institution** | **Year obtained** | **Degree / Diploma / Certificate** | **Institution** | **Year obtained** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | If you are in possession of a Master’s / Doctorate degree or equivalent , please indicate for the highest:  |  |
|  |  |  |  |  |  |  |
|  | Degree |  | Study leader / promoter |  |  |
|  |  |  |  |  |  |  |
|  | Title of thesis / dissertation |  |  |
|  |  |  |  |  |  |  |
|  | Please list all professional qualifications (e.g. CA; C.I.S, etc.) |  |
|  | **Qualification** | **Professional body** | **Year obtained** | **Qualification** | **Professional body** | **Year obtained** |  |
| *1* |  |  | *2* |  |  |
|  |  |  |  |  |  |  |
|  | 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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| **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)* |  |
|  |  |  |  |  |  |  |
|  | **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
 |  |
|  |  |  |  |  |  |  |
|  | How many books have you authored / co-authored? |  |  |
|  |  |  |  |  |  |  |
|  | How many articles have you published? |  |  |
|  |  |  |  |  |  |  |
|  | 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.* |  |
|  |  |  |
|  |
|  |  |  |  |  |  |  |
|  | 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.* |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
|  | 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 |  |
|  |