



**RHODES UNIVERSITY**  
Grahamstown • 6140 • South Africa

## APPLICATION FOR APPOINTMENT

<b>Post:</b> Please state the grade/level(s) at which you wish to be considered given the nature of the post advertised.		<b>Department/Institute:</b>	
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For purposes of the Employment Equity Act, please complete the information below:													
<b>African:</b>		<b>Coloured:</b>		<b>Chinese:</b>		<b>Indian:</b>		<b>White:</b>		<b>Female:</b>		<b>Male:</b>	
<b>Disabled:</b>		If yes, indicate nature of your disability:											
<b>Title:</b>		<b>First Names:</b>		<b>Preferred Name:</b>		<b>Surname:</b>							
<b>Nationality:</b>				For South African Citizens									
				<b>Are you a South African by birth:</b>	Yes	No	<b>If you're a Naturalised SA citizen, please state year of Naturalisation:</b>						
<b>If you're an International (non-SA citizen) what permits do you hold?</b>				<b>Original date of issue:</b>				<b>ID/Passport Number:</b>					
In terms of Immigration Legislation (Act No. 13 of 2002 & Regulations) as amended, international staff members (non-SA citizens) have to comply with the provisions of the Act. This therefore means that the period of employment to non-SA citizens will be guided by the validity period of the work permit. In line with legislation governing employment of foreign nationals, employment contracts will be offered on the basis that a development plan would be implemented for the transfer of skills to a South African resident. The onus is on candidates to ensure that they are in possession of a valid work permit before the commencement of employment at the University, failing which the employment with Rhodes University will be terminated.													
<b>Contact Address:</b>													
<b>Office hours tel:</b>							<b>Cell Phone:</b>						
<b>Email:</b>				<b>Are you a partner of someone working at RU? If Yes please state name and department of spouse</b>	Yes	<b>Name and Department of spouse:</b>			No				
<b>Are you currently providing any goods or service to Rhodes University such that subsequent employment may create a conflict of interest?</b>									Yes		No		
<b>If yes, please elaborate:</b>													
<b>Present position held:</b> (Please state if unemployed)								<b>Reason for leaving:</b>					

Please note: if your contact details change before you have been informed of the status of your application, please inform the Recruitment & Selection Section at your earliest convenience.

<b>Please indicate good/fair/slight</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
<b>Mother Tongue:</b>			
<b>2<sup>nd</sup> Language:</b>			
<b>3<sup>rd</sup> Language:</b>			

<b>4<sup>th</sup> Language:</b>				
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Referees should be individuals who are able to comment on your skills, knowledge and work behaviours relevant to the position for which you are applying. Please provide at least three referees. Please do not use the names of relatives. Ensure that these individuals have agreed to act as your referee and that the details provided below are COMPLETE, ACCURATE, and UP-TO-DATE. The University usually contacts referees prior to any interviews being held and referees are asked to provide their reports by email.

Referee's name and title	Relationship to you, the applicant	Telephone during office hours	Email address and/or fax number (preferably email)

**How did this vacancy first come to your attention?** Please mark the relevant box:

<b>Sunday Times</b>		<b>City Press</b>		<b>Mail &amp; Guardian</b>		<b>The Herald / Weekend Post</b>		<b>Daily Dispatch</b>		<b>The Grocotts</b>	
<b>Internal notice</b>		<b>Word of mouth</b>		<b>Rhodes Web Site</b>		<b>Other printed media</b>		<b>Recruitment notice board</b>		<b>Other Web Media</b>	

If marked yes to 'Other' above, please indicate:

<b>Notice period/When available to commence, if application successful:</b>		<b>Please give your present/most recent earnings, specifying any benefits and allowances received.</b>	
<b>Date form completed:</b>		<b>Type of earnings</b>	<b>Amount per annum</b>
<p><i>Please note that:</i>  The University reserves the right to check the accuracy of any information provided. Should it become apparent that information provided has been fabricated or deliberately altered, the applicant will forfeit their application. Furthermore, where it is found that an employee has provided false information in the course of their application, their employment may be terminated;  It is in your best interests to complete this form electronically as thoroughly as possible; Your CV and letter of motivation must be included in your application but you should ensure that it contains no original documents;  Photocopies of certificates received for you most recent formal education qualifications must be submitted and must be certified.  Failure to include the correct documentation will jeopardise your application.</p>	<b>For Queries contact:</b> 046 603 7266  <b>Please apply online by submitting the following:</b> 1) This Form 2) A Letter of Motivation 3) Your Curriculum Vitae 4) All relevant certificates	<b>Basic Salary</b>	
		<b>Retirement fund</b>	
		<b>Medical Aid</b>	
		<b>Bonus</b>	
		<b>Other Allowances (please specify)</b>	
		<b>Total Cost to Company per annum</b>	

**Driver's licence – if relevant to the position – please refer to the job/role profile**

N.B. If you are shortlisted for this position, you will be required to bring your licence to your interview for verification.

Do you have a valid and unendorsed code 08 (B or EB) driver's licence?	n/a	YES	NO
Do you have a valid and unendorsed Code 10 (C1)?	n/a	YES	NO
Professional Driving Permit?	n/a	YES	NO

**Qualifications** Please attach copies of your certificates. The University reserves the right to verify qualifications before confirming an appointment.

<b>Indicate your highest academic qualification only and its NQF level</b>	Highest Qualification		
	NQF level		
Where was it obtained?		When?	

**Previous conduct**

Have you ever been dismissed for incapacity from any position?	YES	NO
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If YES, what have you done to address the problem areas?		
Have you ever been dismissed for misconduct?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Are you currently facing any disciplinary enquiry?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Have you ever resigned while facing a disciplinary enquiry?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Have you ever resigned to avoid facing disciplinary action?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Have you ever had sexual misconduct allegations levelled against you?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Have you ever been investigated for sexual misconduct?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Have you ever been convicted of a criminal offence?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Are you currently facing criminal charges?	YES	NO
If YES, please attach an explanatory note with supporting documentation.		
Do you grant the University permission to conduct employment checks such as but not limited to qualification verification, a credit record check and the conducting of reference checks with your current and previous line managers? (Please note a reference check will only be conducted with your current line manager after you have resigned).	YES	NO
If NO, please attach an explanatory note. Please note that if we are not able to conduct employment checks it is unlikely that we will be able to extend an offer to employment to you.		

## Disclaimer

<p><b><u>Please note that:</u></b></p> <p><i>In line with the Protection of Personal Information Act, you are required to give permission for the University to check the accuracy of any information provided. Should it become apparent that information provided has been fabricated or deliberately altered, the application will not be considered. Furthermore, where it is found that an employee has provided false information in the course of their application, their employment may be terminated;</i></p> <p><i>I note that Rhodes University has a Covid-19 vaccine mandate and that all staff members are required to conform to the University's conditions.</i></p> <p><i>It is in your best interests to complete this form as thoroughly as possible; Failure to include the correct documentation will jeopardise your application.</i></p>	<p><i>I, the applicant, declare that the information in this application is correct and give permission for the University to validate any information provided, to disseminate such information to third parties as part of the process and beyond should appointment be made.</i></p> <p><i>I understand that the University has a vaccination mandate that applies to all staff members.</i></p> <p><i>I acknowledge having read the particulars of this post. This stands instead of a signature.</i></p>	<p><i>Tick here</i></p>
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