

## APPLICATION FOR EMPLOYMENT

### 1. Position details

Position applied for	
How did you hear about this opportunity?	

### 2. Personal Information

Name	
Surname	
Maiden name, if any	
Title (Ms, Mr, Dr, Prof)	
ID number	
Race	
Gender	
Disabled? If yes, please specify	
Citizenship	
Cellphone number	
Landline, if applicable	
Email address	
Home address	
Do you have a valid Driver's licence?	
How long have you had your licence?	
Do you own your own vehicle?	
Do you have a friend, relative, ex-colleague / manager that works for us? If yes, please provide details	
Basic salary	
Other benefits	
All-inclusive total annual package	
Monthly net salary	
Desired all-inclusive annual package	
Notice period (indicate if calendar month or 30 days)	
Is there any medical condition that you are aware of that may prevent you from driving or flying in an aircraft for business purposes?	

### 3. Qualifications completed

Qualification obtained	Duration	Institution	Year of completion

**4. Language proficiency**

(Please use *Good, Fair and Excellent* to rank proficiency)

Language	Read	Write	Speak

**5. Computer literacy and proficiency**

(Please give an assessment of your proficient level using *Average, Good, Excellent and Advanced*)

Computer package	Average, Good, Excellent and Advanced
MS Word	
MS PowerPoint	
MS Excel	
MS Outlook	
Other (please specify)	

**6. Employment history**

(List all employers you worked for, **starting with the current or last one**)

Employer's name	Position held	Dates employed (from to what date)	Nature of contract (permanent/contract)	Reason for leaving

**7. References**

Name and surname	Relationship	Contact number	Email address

**8. Consent**

Do you confirm that all information provided in this Application form is true and correct?	
Do you give us consent to conduct employment, reference, qualifications, driver's licence, criminal record and nationality checks?	
Should we make you an employment offer and later discover any misrepresentation on this Application form, do you consent to the withdrawal of such offer based on your own misrepresentation?	

\_\_\_\_\_  
**Name and surname of the Applicant**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

For further enquiries, please do not hesitate to call our HR Officer on (012) 434 2232 or to send an email to [hr@enterprises.up.ac.za](mailto:hr@enterprises.up.ac.za)

## JOB APPLICANT PRIVACY NOTICE

This Notice applies to personal information that you provide to Enterprises University of Pretoria (Pty) Ltd when you apply for a position.

During this application process you share personal information with us and we also use this information in our interview documents and records. We provide you with this privacy notice in order for you to be informed of how your personal information will be used.

### 1. Definition

Personal information includes, but is not limited to:

- a) race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, religion, conscience, belief, culture, language and birth;
- b) education or the medical, financial, criminal or employment history;
- c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to you;
- d) biometric information;
- e) personal opinions, views or preferences;
- f) correspondence sent by you that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g) views or opinions of another individual about you; and
- h) your name if it appears with other personal information relating to you or if the disclosure of the name itself would reveal information about you.

### 2. We collect personal information that is relevant to the application process, including your:

- a) contact information (e.g. name, home address, telephone number(s), email addresses, emergency contact information, etc.);
- b) nationality;
- c) ethnic group;
- d) gender;
- e) background information (e.g. education, qualifications, employment, criminal and credit history);
- f) date of birth;
- g) ID and driver's licence;
- h) information relating to any disability you may have;
- i) medical information; and
- j) photographs and other visual images of you.

### 3. We generate personal information about you in the form of:

- a) interview notes;
- b) results of job-related assessments and a shortlisting summary.

### 4. We collect and use your personal information when we:

- a) assess whether you are suitable for the position that you applied for during the recruitment process; and
- b) communicate with you to process your application.

### 5. We process personal information when it is in your legitimate interest to do so.

For example, when you visit our premises, we collect certain personal information to record your visit.

### 6. We process information with your consent.

We obtain your consent to verify your credit history, education history, identity number or driver's licence. We use third-party service providers to verify your personal credentials.

**7. Third parties and service providers.**

- a) We use service providers to help us communicate with you, verify your qualification, etc. We have agreements in place to ensure that these service providers keep your personal information confidential and secure and only use it for purposes for which we shared it with them.
- b) Your information may be provided to us by a recruitment agency and we may use your personal information to communicate with the agency during the processing of your application.

**8. We only keep your personal information as long as we have to:**

- a) while we consider applications and until we fill the position that you applied for;
- b) to consider you for positions that may become available in future; and
- c) if we appoint you, we will use your personal information for purposes of your employment.

**9. We have taken steps to minimise the impact of a breach.**

- a) We have reasonable security measures in place to protect your personal information from loss, misuse, unauthorised access, being altered or being destroyed.
- b) We regularly check our systems for vulnerabilities.
- c) We will let you know if your personal information has been compromised and will let you know how you can help minimise the impact of the breach.
- d) Be aware of how you communicate and rather do not share personal information in an email as it can be intercepted.

**10. You have the right to know what information we have of you and what we do with that information.**

- a) You may ask us about your personal information.
- b) You may access your personal information by contacting [governance@enterprises.up.ac.za](mailto:governance@enterprises.up.ac.za). There may be a time period to respond and we may charge a fee in certain circumstances.
- c) You may ask that we update or amend your personal information or restrict the use thereof.
- d) You may ask that we reuse your information for your own purposes across different services.
- e) Under certain circumstances you may object to the processing of your personal information.
- f) You have the right to unsubscribe from any electronic communication we send you.

**Note:** This Notice may be revised, when the need arises.