

**APPLICATION FOR EMPLOYMENT**

**ACADEMIC STAFF**

**Section 1: Curriculum Vitae: NOTE: DO NOT USE FONTS OF LESS THAN 10.**

***Note: This appointment will be made in line with the University guidelines/benchmarks which***

***are available on the University Vacancies website on*** [***http://vacancies.ukzn.ac.za/Home.aspx***](http://vacancies.ukzn.ac.za/Home.aspx)

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| **Applicant’s Name** |
| **Title** | **First Names** | **Surname** |
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| **UKZN Staff Number, if applicable** |  |  |
| **Advertised Position’s Details** |
| **Reference number** |  |
| **Post Title** |  |
| **Discipline (if applicable)** |  |
| **School** |  |
| **Closing Date** |  |
| **Date of Application** |  |
| **Please provide a brief motivation below indicating how you meet all of the advertised minimum requirements specified in the advertisement** |
| **Requirement 1** |  |
| **Requirement 2** |  |
| **Requirement 3** |  |
| **Requirement 4** |  |
| **Requirement 5** |  |
| **Requirement 6** |  |
| **Personal Details** |
| **Identity number** | **Date of Birth** |
| **Nationality** | **Passport no.** |
| **Valid work permit Yes / 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’ license - State code:** | **Own vehicle Yes / No** |
| **Race African/Coloured/Indian/White** | **Gender Male/Female** |
| **Do you have a disability? If answer is “yes” please specify** |  |
| **Marital Status Married/Single/Widowed/Divorced** | **Maiden Surname (if applicable):** |
| **No. of dependents:** |  |
| **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** |  |
| **Postal Address** |
| **Street Number / Post Box** |  |
| **Suburb** | **City** |
| **Province** | **Postal Code** |
| **Country** |  |
| **Contact Person / Next of Kin** |
| **Name** | **Relationship** | **Cellphone** | **Home** | **Work** | **Email** |
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| **Remuneration** |
| **Current Total Remuneration Package (including all benefits)** |  |
| **Salary excluding benefits** |  |
| **List all benefits and their annual value** |  |
| **Bonus incentives (13th cheque or performance bonus)** |  |
| **Commission (average)** |  |
| **Expected Salary** |  |
| **Expected Total Remuneration Package** |  |
| **General Information** |
| **Where did you see the advert for this position?** |  |
| **Languages – indicate Speak/ Read/ Write** |  |
| **Membership of professional bodies** |  |
| **Schooling** |
| **Name of School / Institution** |  |
| **Highest Standard / Grade passed** | **Date completed** |
| **Subjects passed (+symbols if available)** |  |
| **Education/Training (Begin with baccalaureate or other initial professional education and include postdoctoral training)** |
| **Institution and Location** | **Degree** | **Year (s)** | **Field of Study** |
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| **Additional Courses/ Workshops/ Seminars/ Training Programmes** |
| **Course Name** | **Institution** | **Date Completed and Duration** |
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1. **Positions. List in chronological order positions held, concluding with your present position.**

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| **Positions Held (employment – most recent listed first)** |
| **Institution** | **Position** | **Periods** | **Brief explanation if applicable** |
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1. **Recognition of your standing in the discipline.**

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| **Publication Profile and Impact Scores** |
| **System** | **Date accessed** | **Your ID on system** | **Web-link to your page** | **H-Score** |
| **Google Scholar** |  |  |  |  |
| **ORCHID** |  |  |  |  |
| **SCOPUS** |  |  |  |  |
| **Research Gate** |  |  |  |  |
| **Other** |  |  |  |  |

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| **Honours, Awards and Recognition for Scholarly activities including Research and Teaching** |
| **Honour/ Award/ Recognition** | **Institution granting award/ recognition** | **Date granted** | **Brief explanation if applicable** |
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| **Membership of National or International Academic Society, Advisory panel or committee (do not include Professional Committee work or service here (include under F below)** |
| **Committee/Panel/Board** | **Society/Institution** | **Dates of service** | **Your Role** |
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| **Membership of Academic Conference Organising Committee** |
| **Conference Name** | **Society/affiliation** | **Location and Date** | **Your Role** |
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| **Other aspects of discipline recognition not included above** |
| **Explanation** | **Your Role** |
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**C. Peer-reviewed publications (in chronological order with latest dates first). Do not include publications submitted or in preparation. If publications are included that have been accepted for publication, proof must be attached. Entries should be numbered and co-authors shown, where applicable. The length of the various publications should be indicated by means of the inclusion of page numbers. Candidates should quantify their individual contribution to any joint publications. List teaching/learning publications under heading D.**

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| **Journal Publications** |
| **#** | **Year** | **Authors, title, journal, volume, pages** | **Your Contribution** | **Google Scholar Citations** | **Web of Science Citations** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **Books** |
| **#** | **Year** | **Authors, title, publisher details, pages** | **Your Contribution** | **Google Scholar Citations** | **Web of Science Citations** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |

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| **Chapters in Books** |
| **#** | **Year** | **Authors, title, publisher details, pages** | **Your Contribution** | **Google Scholar Citations** | **Web of Science Citations** |
| **1** |  |  |  |  |  |

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| **Peer Reviewed Conference Publications** |
| **#** | **Year** | **Authors, title, conference details, pages** | **Your Contribution** | **Google Scholar Citations** | **Web of Science Citations** |
| **1** |  |  |  |  |  |

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| **Conference Presentations** |
| **#** | **Year** | **Authors, title, conference details** | **Your Contribution** | **Any Recognition (best paper, invited plenary etc.)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

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| **Other scholarly outputs not included above (patents, performances etc.).**  |
| **#** | **Year** | **Explanation of output** | **Your Role** |
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1. **TALENT MAPPING INFORMATION (for external candidates obtain a history of performance scores)**

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|  | **Performance Score**  | **Talent Mapping (P-P Matrix) – Readiness for next level** | **Scarce/ Critical Talent (Y/N)** | **Talent Category (Critical = Green Quadrant; Key Stabiliser = Gold Quadrant; Potential Contributor – Red Quadrant)** |
| **Year 1** |  |  |  |  |
| **Year 2** |  |  |  |  |
| **Year 3** |  |  |  |  |

1. **Research Support. List Research Grants and other forms of support for your research.**

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| **Research Grants**  |
| **Period** | **Funder** | **Title of Grant** | **Amount**  | **Your Role** |
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| **Other research support not included above**  |
| **Period** | **Funder** | **Explanation of support** | **Amount** | **Your Role** |
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**E. Teaching. Indicate experience of curriculum and programme development and evaluation, undergraduate and post-graduate teaching and post-graduate research supervision**

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| **Contact Teaching experience (list modules taught and your role in those modules**. |
| **Module details** | Your role in the module |
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| **Curriculum and programme development and evaluation** |
| **Explain the nature of the activity** | Your role in this process |
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| **Postgraduate Student Supervision (Masters and Doctoral level)** |
| **Student Name** | **Study Level** | **Period (indicate Graduation year if completed)** | **Thesis Title** | **Supervisor/ Co-supervisor** | **Institution** |
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| **Other aspects of Teaching and Learning not included above** |
| **Explanation** | **Your Role** |
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**F. Service. Indicate contribution to service. This can include services at UKZN as well as at other Academic institutions. List most recent contribution first.**

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| **University Service: Position held** |
| **University** | **Position (incl. level)** | **Location and Dates** | **Comments** |
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| **University Service: Committee, panel, task team** |
| **University** | **Committee, panel, task team** | **Dates** | **Comments** |
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| **Other aspects of University Service not included above** |
| **Explanation** | **Your Role** |
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**G. Professional Practice or Service, and Professional Recognition and standing. Note: Only relevant for recognised professional practitioners registered with their professional body, and providing remunerated service in their discipline.**

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| **Professional Employment in Practice or Service** |
| **Employer** | **Position (incl. level)** | **Location and Dates** | **Your Role (incl. % time on service)** |
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| **Honours, Awards and Recognition for Professional activities** |
| **Honour/ Award/ Recognition** | **Institution granting award/ recognition** | **Date granted** | **Brief explanation if applicable** |
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| **Membership of National or International Professional Committee, Board or Society** |
| **Committee/Panel/Board** | **Society/Institution** | **Dates of service** | **Your Role** |
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| **Other aspects of Professional recognition not included above** |
| **Explanation** | **Your Role** |
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**H. Impact on Society. Indicate here any areas where your scholarship has been translated into impact on society for the improvement of human welfare.**

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| **Scholarship translated for impact** |
| **Scholarly finding** | **Your Role** | **Impact on Society** |
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**I. Any other relevant information that you would like the panel to consider:**

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| **Additional motivation**Include any other information you would like the panel to consider  |
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**Section 2: Applicant’s statement (Max 3 pages)**

In this section, provide a bio sketch, which summarises your career to date, as well as your major achievements in terms of Scholarship and impact on society. Please make reference to the document describing “Areas of evaluation of Scholarship for purposes of promotion and appointment at a particular level”

**Section 3: Applicants statement on Teaching and Learning (Max 3 pages)**

Provide a well-articulated teaching philosophy that reflects your understanding of Teaching and Learning practice and its influence on promoting academic excellence. This should include a statement of your teaching philosophy and approach. Highlight the teaching methods used, methods of assessment, and how these have changed over time, taking into account the inputs of peers or students through evaluations. Additional information can include scholarship in Teaching and Learning, curriculum revision, formally sharing practice with others, and a record of awards or recognition received for Teaching and Learning. Please make reference to the document describing “Areas of evaluation of Teaching and Learning for the purposes of promotion at a particular level”. For applicants without extensive teaching experience, the statement should include philosophy and approach, and intent in terms of implementation.

**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 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

**General enquiries** email:           inforeg@justice.gov.za.

Telephone:                                  +27 (0) 10 023 5200