



54 Maxwell Drive, North Office Park, Woodmead, 2191 Tel: (011) 651 7000 Website: [www.nyda.gov.za](http://www.nyda.gov.za)

## NYDA APPLICATION FORM FOR EMPLOYMENT

### (External Applicants)

#### POSITION DETAILS

Position/ applied for: \_\_\_\_\_

Position/ref number: \_\_\_\_\_

Location of position: \_\_\_\_\_

How did you learn about this position?

Internal advertisement		Print advert		NYDA JOBS database	
Placement agency		NYDA employee		Other (specify)	

#### A. PERSONAL DETAILS OF APPLICANT

Title: \_\_\_\_\_ (Dr/Prof/Mr/Ms/Mrs/Miss) Initials: \_\_\_\_\_

Surname: \_\_\_\_\_ Maiden name: \_\_\_\_\_

Forenames: \_\_\_\_\_ Known as: \_\_\_\_\_

Nationality: \_\_\_\_\_ ID Number: \_\_\_\_\_

Ethnic group: \_\_\_\_\_ (African/Coloured/Indian/White)

Gender: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Postal address: \_\_\_\_\_  
 \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel  
 numbers (please include telephone codes): \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Alternative no: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you hold a valid drivers license? (Yes/No)

Code(s): \_\_\_\_\_

**B. QUALIFICATIONS AND COMPETENCIES**

**1. Language proficiency:**

Specify language and indicate level of proficiency with regards to speak, read and write by using one of these codes:  E = Excellent;    G= Good; F= Fair;         P= Poor	Language	Speak	Read	Write

**2. Education & Training**

**2.1 Secondary School:** (Please attach a copy of your certificate)

Highest Standard Passed: \_\_\_\_\_ Year: \_\_\_\_\_

Matric Subject Passed	Higher/Standard Grade	Grade Obtained/ Pass Mark	Name as it appears on your certificate	Certificate Number

**2.2 Tertiary Qualification:** (Please attach copies of all qualifications listed)

Qualification	Date Obtained	Major Subjects	Student Number	Name as it appears on your certificate

**2.3 Other courses attended:** (Please attach copies of all qualifications listed)

Courses and certificates obtained	Name of institution	Year Obtained

**2.4 Current Studies:**

Course	Year Attempted	Name of institution	Level of completion	Expected completion date

**2.5 Professional Membership:**

Membership	Membership Number	Membership year	Current Status

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**2.6 Computer Literacy:**

Specify and indicate level of proficiency with regards to the packages  E = Excellent;    G= Good; F= Fair;            P= Poor	Package/programme	Proficiency

**C. EMPLOYMENT HISTORY**

1. Provide previous employers in date order from present or most recent to the first/oldest:

Employer	Dates From      To	Final position held	Name of the last superior and his/her position	Reason for leaving

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2. Please provide references from at least three different companies you worked for and authorize reference checking

Name	Position	Contact details	Sign to authorize reference check

**D. GENERAL BACKGROUND:**

1. Notice Period: \_\_\_\_\_

2. Required Salary: \_\_\_\_\_

3. Have you applied to us before? Yes/No. If so please give details:

Position applied for: \_\_\_\_\_

Date/Year: \_\_\_\_\_

**E. DECLARATIONS**

	Indicate Yes or No	If marked yes, please give full details:
Have you ever been dismissed from service as a result of a disciplinary action?		
Are there any defaults or judgments against you?		

Do you have a criminal record or any pending criminal case against you?		
Do you have any relationship with any NYDA employee?		

**F. UNDERTAKING:**

I hereby authorize the **National Youth Development Agency (“NYDA”)** duly authorized verification agent, **Managed Integrity Evaluation (Pty) Ltd (“MIE”)**, to forward any personal information as well as any information that I have provided in support of my application to verification information suppliers acting on behalf of **MIE** (including but not limited to the South African Police Services, the Government of the RSA, and any educational, training, credit bureau and fraud prevention organizations) for the purpose of verifying my personal credentials and records.

Authorized credential verification types include, but are not limited to, educational qualifications, professional membership, employment history, employment references, consumer credit, criminal record, drivers’ license, fraud prevention checks and drug detection services.

I authorize MIE’s verification information suppliers to furnish information regarding my credentials, whether claimed or not, to **MIE** and the **NYDA**. I unconditionally indemnify **MIE** and its verification information suppliers against any liability that may result from furnishing information in this regard.

I understand that it is a condition of **MIE’s** verification information suppliers that this information is furnished by them solely for the purposes of my proposed / continuation of employment via the offices of the **NYDA** and that any information that is furnished to the **NYDA** and **MIE** will be disclosed to me before a decision is made on my continued employment or application for employment.

I further declare that all the information which I have provided in this form is to my best knowledge correct and true. I realize that any false information contained in this document could lead to action by NYDA against me and could affect the results of my job application and/ or continued employment.

**Signed at:** \_\_\_\_\_ **on this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Full name:** \_\_\_\_\_ **Candidate’s Signature:** \_\_\_\_\_

As the enquiring Agent of the Company, and in the case that this form instructs MIE to provide consumer credit information, I hereby state that I understand the provisions of the National Credit Act (34 of 2005), section 70(2)(g), and the Regulations made in terms of the Act, section 18(4) and (5).

**Signed at:** \_\_\_\_\_ **on this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Full name:** \_\_\_\_\_ **Agent’s Signature:** \_\_\_\_\_

*All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the NYDA by MIE’s suppliers. The NYDA and the Candidate hereby indemnify and hold MIE harmless against any loss arising from neglect or damage in procuring, communicating or failing to communicate information to the Company*

