

# NBC INTERNSHIP PROGRAMME

## APPLICATION FORM

Full Names:

Position Applied for:

NBC HOLDINGS (PTY) LTD WELCOMES APPLICATIONS FROM PERSONS WITH DISABILITIES



Closing Date: 31 October 2017

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NBC Holdings (Pty) Ltd reserves the rights, at its discretion, to summarily terminate any contract of employment which is entered into on the basis of incorrect, incomplete or false answers supplied by the applicant.

**PERSONAL INFORMATION**

Surname (Mr / Mrs / Miss)

First Names:

|               |                 |
|---------------|-----------------|
| Home Address: | Postal Address: |
|               |                 |
|               |                 |
| Code:         | Code:           |

|                |                |
|----------------|----------------|
| Tel. no. Home: | Tel. no. Work: |
|----------------|----------------|

Marital Status:

Nationality:  
*(If you are not a citizen by birth, please indicate the date you acquired your citizenship)*

Date of Birth:

Do you require a Work Permit:

Contact person – Full name: \_\_\_\_\_  
Tel No. (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

Have you ever been interviewed at NBC before: \_\_\_\_\_  
For which position: \_\_\_\_\_ When: \_\_\_\_\_  
Please give details of anyone you know in our employ: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Do you have any disability (ies):  
*(If yes, please specify nature of disability)*

Do you have a valid driver's license:

Do you have any (previous, current or possible) criminal conviction:

*(If yes, please specify nature of conviction)*

Do you have any (previous, current or possible) fraud listing:

*(If yes, please specify nature of listing)*

Do you have any or possible credit listing with any credit bureau:

*(If yes, please specify nature of listing)*

## SECONDARY EDUCATION

| Dates |    | Name of Secondary School | Highest Standard passed – subjects taken – results obtained |
|-------|----|--------------------------|---|
| From  | To |                          |   |
|       |    |                          |   |
|       |    |                          |   |

## TERTIARY EDUCATION

| Dates |    | Name of University, College or Technikon | Degree / Diploma Registered | Subjects taken Results obtained |
|-------|----|--|-----------------------------|---------------------------------|
| From  | To |  |                             |                                 |
|       |    |  |                             |                                 |
|       |    |  |                             |                                 |

## TECHNICAL TRAINING

To include part-time courses / full-time courses / correspondence / in-house company courses / apprenticeships / articles

| Dates |    | College, Institute, Company |  |
|-------|----|-----------------------------|--|
| From  | To |                             |  |
|       |    |                             |  |
|       |    |                             |  |
|       |    |                             |  |
|       |    |                             |  |

## WHAT IS YOUR LEVEL OF COMPUTER LITERACY?

Beginner  Intermediate  Advanced

### **Please Note:**

*If you have **NOT** been contacted for an interview by **30 November 2017**, please consider your application as **UNSUCCESSFUL**.*

| I DECLARE THE FOLLOWING  | TICK |
|--|------|
| I am currently unemployed  |      |
| I am a South African Citizen with full Citizenship   |      |
| I am under the age of 35 years as at 1 February 2018   |      |
| I have <b>COMPLETED AND GRADUATED</b> for a three (3) year tertiary qualification by November 2017         |      |
| I am <b>NOT</b> currently registered as a student (part or full-time) at a tertiary institution            |      |
| I do <b>NOT</b> have a criminal record or pending criminal record  |      |
| I have a clear credit record   |      |
| I do <b>NOT</b> know of any reason that will prevent me from attending all the required training sessions  |      |
| I do <b>NOT</b> know of any reason that will influence my attendance at work, including work on a Saturday |      |
| I will be able to complete the internship successfully in the period specified (starting 1 February 2018)  |      |
| I have <b>NOT</b> participated in a previous internship/ learnership                                       |      |

| RULES FOR APPLICATION   |
|---|
| 1. Application forms that are incomplete will be disqualified   |
| 2. Invalid or incorrect contact details automatically disqualify the applicant  |
| 3. Copies of the following documents <b>MUST</b> be certified and included in this application to prevent disqualification:<br><ul style="list-style-type: none"> <li>• Identity Document</li> <li>• Matric Certificate</li> <li>• Tertiary Qualification Certificate <b>AND</b> Statement of Results</li> <li>• Testimonial stamped by either the school or church</li> <li>• Medical certificate (in the case of a person with a disability)</li> </ul> |
| 4. Do <b>NOT</b> send original documents, attach certified copies   |
| 5. Applicants involved in other studies or planning to study from January 2018 to December 2018 will <b>NOT</b> be considered   |
| 6. Applicants <b>MUST</b> be unemployed and under the age of 35 years as at 1 February 2018   |
| 7. Applicants <b>MUST NOT</b> have any pending employment offers  |
| 8. Successful applicants <b>MUST</b> be available to commence internship on 1 February 2018   |
| 9. Applicants <b>MUST</b> be South African Citizens with a valid SA Identity book/card  |

**TO AVOID DUPLICATIONS, PLEASE APPLY ONLY ONCE!**

**DECLARATION:**

I ....., AUTHORISE THE COMPANY TO MAKE ANY ENQUIRIES THAT MAY BE NECESSARY FOR THE PURPOSE OF EMPLOYMENT AT ANY COMPANY OR ANY INSTITUTION WHERE I WAS EMPLOYED PREVIOUSLY. I ALSO AUTHORISE SUCH COMPANIES OR INSTITUTIONS TO PROVIDE COMPLETE ANSWERS TO THE COMPANY'S ENQUIRIES. I DECLARE THAT I HAVE NOT KNOWINGLY WITHHELD ANY INFORMATION WHICH MAY HAVE A NEGATIVE IMPACT ON MY POSSIBLE APPOINTMENT. I FURTHER DECLARE THAT THE ABOVE INFORMATION IS COMPLETE AND TRUE AND THAT IF I HAVE GIVEN INCOMPLETE OR FALSE INFORMATION, THE COMPANY MAY TAKE STEPS WHICH MY LEAD TO THE TERMINATION OF MY SERVICE.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature \_\_\_\_\_ Name: \_\_\_\_\_

**TO BE COMPLETED BY HUMAN RESOURCES**

**Credentials / Mandatory**

**Personal Verification checks**

1. ITC: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. QUALIFICATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CRIMINAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PVC'S completed by: \_\_\_\_\_ Date: \_\_\_\_\_