



A. THE INTERNSHIP POST

Reference number (as stated in the advert)	
If you are offered the Internship, when can you start OR how much notice must you serve with your current employer, if employed?	
Field of expertise for which internship is sought (e.g. Internal Auditing, Financial Accounting)	

B. PERSONAL INFORMATION

Surname											
First Names											
Date of Birth		Place of Birth (Town)		Province							
ID number											
Race	African		White		Coloured		Indian				
Gender	Female		Male								
Do you have a disability?	Yes		No								
Are you a South African Citizen?	Yes		No								
If no, what is your Nationality?											
If foreign national, do you have a valid work permit?	Yes		No								
Have you ever been convicted of a criminal offence or been dismissed from employment?	Yes		No								
If your profession or occupation requires State or official registration, provide date and particulars of registration.											
Have you been an intern in the public service before? If yes, please provide details below:	Yes		No								
State Department/Entity (including current employer)	Discipline or Function (e.g. HRM, Internal Audit)	From	To	Reason for Leaving							
		MM	YY	MM	YY						

C. HOW DO WE CONTACT YOU					
Preferred language for correspondence					
contact numbers during office hours	TEL		CELL		
Preferred method for correspondence	Post		E-mail		Fax
Correspondence contact details (in terms of above)					

D. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'						
PROFICIENCY	Regional Languages				Other Languages (specify)	
	ISIXHOSA	ENGLISH	AFRIKAANS	SESOTHO		
Speak						
Read						
Write						

E. QUALIFICATIONS		
<i>High school education</i>		
Name of School/TVET College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
NB: A transcript or a certified copy of the latest results of the highest qualification must be attached to this application.		
<i>Current study (institution and qualification)</i>		
Name of Institution	Name of Qualification	First Year of Registration

F. WORK EXPERIENCE						
(Please state any other previous work experience other than internship)						
Employer (including current employer)	Post held	From		To		Reason for Leaving
		MM	YY	MM	YY	
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment				Yes		No
If yes, provide the name of the previous employing department						

G. REASONABLE ACCOMMODATION NEEDS (DISABILITY)

Do have any disability? If yes, please specify nature of disability below:

Yes

No

Do have any specific workplace needs relating to your disability? If yes, please specify below:

Yes

No

H. REFERENCES

Name	Relationship to you	Tel. No. (office hours)

I. SPECIFIC INSTRUCTIONS

NB: The following must be submitted together with this application:

1. Curriculum vitae
2. Certified copy of Grade 12/Matric certificate
3. Certified copy of national identity document
4. Certified copy/copies of diploma and/or degree certificate/s
5. SAQA verification, if qualification was obtained in a foreign institution
6. Certified copy of academic record of highest qualification

J. DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

Signature:

Date: