



DEPARTMENT OF LABOUR - ESSA  
REGISTER AN INDIVIDUAL



AGE: \_\_\_\_\_ GRADE: \_\_\_\_\_ CODE: \_\_\_\_\_

PLEASE COMPLETE THE FORM IN BLOCK LETTERS.

Detail and correct information will assist the official at the Department to find a suitable opportunity for you.

PERSONAL DETAILS - PERSONAL

Identity Number (13 Digits)†												Initials†			
First Names†															
Surname†												Maiden Surname			
Disability	None	Blindness	Chronic Conditions			Deafness	Mental / Neurological Conditions			Physical disability					
Equity Group	Not applicable	Indian	Coloured	White	African	Gender		Male	Female						
Marital Status	Widower	Widow	Divorced	Single	Married	Criminal Status		None	Offender	Rehabilitated					
If Offender: Parole/Release Date	d	d	m	m	y	y	y	y	Nationality	South Africa	If not, specify:				
ID Document Presented and Verified †	Yes	No	Name and Sumame of DoL Official												
Accept Terms†	Yes	No	Make my CV details available to other organisations†					Yes	No						
Do you have access to OWN transport?†	Yes	No													
Individual Type†	Employed Workseeker	Individual in a project	Individual seeking info	Other	Placed by ESSA	Unemployed workseeker									
Expected monthly salary range	< 2000	2001 - 4000	4001 - 6000	6001 - 8000	8001 - 12000	12001 - 15000	15001 - 20000	> 20 000							
Willing to relocate (if yes please specify the Province/s)	Yes	Not applicable / Unspecified			Eastern Cape	Free State	Kwazulu Natal	North West							
	No	Foreign / non South African			Western Cape	Limpopo	Mpumalanga	Gauteng							
If YES Please specify the Towns within the Province	1			2			3								
Type of Placement	Any			Contract		Permanent		Temporary							
Opportunity Interest	Apprenticeship		Formal Job		Internship		Learnership		Project						
Language	Language			Speak		Read		Write							
	Please indicate your language proficiency, i.r.o. Excellent (E), Good (G) or Average (A) (Space has only been provided for 5 options)														
	a.														
	b.														
	c.														
d.															
e.															
Drivers License Code/Classification	None	A	A1	B	C	C1	D	D1	EB	EC	EC1	ED	ED1	M	W
Drivers License Expiry Date							Public Drivers Permit	Y	N	Hazardous Substances Permit	Y	N			

CONTACT DETAILS - PERSONAL CONTACT

Preferred contact method	Telephone	Post	E-mail	SMS	Fax		
Cellular Number†					Home Telephone		
Fax number					Email†address		
Alternative contact person's name							
Telephone number (Alternative person's)							
Email†address (Alternative person's)							

CONTACT DETAILS - STREET ADDRESS

CONTACT DETAILS - POSTAL ADDRESS

Street Address Line 1†					Postal Address Line 1†				
Street Address Line 2†					Postal Address Line 2†				
Suburb†					Suburb†				
City/Town†					City/Town†				
Province					Province				
Postal Code†					Postal Code†				

EDUCATION AND TRAINING - GENERAL EDUCATION AND TRAINING LEVEL

SCHOOL INFORMATION

Highest Schooling Level 0-12 Completed †	Grade 0	Grade 1	Grade 2	Grade 3 / Std 1	Grade 4 / Std 2	Grade 5 / Std 3	Grade 6 / Std 4	Grade 7 / Std 5	
	Grade 8 / Std 6	Grade 9 / Std 7	Grade 10 / Std 8 / NTC 1	Grade 11 / Std 9 / NTC 2	Grade 12 / Std 10 / NTC 3				
Name of School †								Year Obtained †	
ABET Level†	Abet Level 1 = Grade 1 - 3		Abet Level 2 = Grade 4 - 5		Abet Level 3 = Grade 6 - 7		Abet Level 4 = Grade 8 - 9		

EDUCATION AND TRAINING - SCHOOL SUBJECTS

Subject	School subjects	Symbol or %	Grade			
			HG	SG	LG	OG
Indicate the different school subjects that you have completed at school. (Space provided for only 8 subjects)	1		HG	SG	LG	OG
	2		HG	SG	LG	OG
	3		HG	SG	LG	OG
	4		HG	SG	LG	OG
	5		HG	SG	LG	OG
	6		HG	SG	LG	OG
	7		HG	SG	LG	OG
	8		HG	SG	LG	OG

**EDUCATION AND TRAINING - FURTHER AND HIGHER EDUCATION AND TRAINING**

**Higher Tertiary Qualifications**

	Qualification Name†(Example: BA degree)	Institution†	NQF Level†	Year	Status†
Qualification 1					
Qualification 2					
Qualification 3					
Qualification 4					

**Note on NQF Levels:** 1, 2, 3, 4 NQF 5 = National Diploma/Occupational Certificate, NQF 6 = Bachelors / First degree, NQF 7 = Professional qualification / honours degree, NQF 8 = Post-doctoral research degrees / doctorates / Masters degree. **Note on Status:** In progress or Complete or Incomplete.

**REGISTERED UNIT STANDARDS**

Units	Name of Unit Standard	NQF Level	No. of Credits	Institutions	Date Completed
Unit 1					
Unit 2					
Unit 3					

**OTHER SHORT COURSES**

Courses	Course Name (For example: PC Course)	Course Institution	Course Year	Status
Course 1				
Course 2				
Course 3				
Course 4				

**SKILLS AND EXPERIENCE**

Skills	Name of skills (e.g. = Driving Skills)	Year Experience	Skill Level	Institution
Skill 1				
Skill 2				
Skill 3				

**Note on Years experience:** Indicate to the nearest year. **Note on Skills Level:** = Only training or Limited Practical or Thorough Practical or Extensive Practical

**EMPLOYMENT HISTORY - HISTORY 1†**

Employed From Day - Month - Year	Employed To Day - Month - Year	Organisation/Company†	Job Title†	Type Of Employment†	Reasons for leaving

**Note on: TYPE OF EMPLOYMENT** (Due to space please only indicate by: A / B / C / D / E / F / G / H )

A = Permanent	B = In service	C = Volunteerism	D = Fixed Contract	E = Temporary
F = Learnership	G = Internship	H = Project		

**Note on Reasons for leaving:** ( Due to space please only indicate by: A / B / C / D / E / F / G / H / I / J / K / L / M / N / O / P )

A = Absconded	B = End of Internship	C = Dismissal	D = Resigned	E = Imprisonment
F = End of Learnership	G = Pension retirement	H = Employer deceased	I = Medical condition - General	
J = Medical condition - Maternity	K = Retrenched	L = Still employed	M = Probation failed	
N = Expired employment contract	O = Employer relocated business	P = Voluntary package.		

**EMPLOYMENT HISTORY - PROFESSIONAL AFFILIATIONS**

**Professional Affiliations**

Body	Status/Rank	Date From	Date To	Membership / Registration Number

**REFERENCE**

	Name†	Company†	Position/Job Title†	Contact Number†
Reference 1				
Reference 2				
Reference 3				
Reference 4				
Reference 5				

**Prizes and awards**

**Career objectives**

**Noteworthy Experience & Milestone**

**SERVICES REQUIRED FROM THE DEPARTMENT OF LABOUR - Please TICK the box where you would like to obtain more information on.**

Job Hunting Skills	Learnership	Apprenticeship	Internships	Making a career decision - Guidance
Financing your studies	Projects	Umsombomvu Youth	Study Skills	Small Business Development