

DEPARTMENT OF LABOUR - ESSA (REGISTER AS A WORK-SEEKER)

RS001/04/15

NOTE: Please complete the Form in BLOCK LETTERS.

Have you ever completed this Form in the PAST or SUBMITTED your CV to this Department?

YES NO

IF YES, ONLY complete PERSONAL DETAILS - IDENTIFICATION and the part that you would like to be UPDATED OR MODIFIED.

ESSA ACCESS INFORMATION																	
Identity Number (13 Digits) *										Date of Birth							
										d	d	m	m	y	y		
First Names					Surname												
PERSONAL DETAILS - PERSONAL																	
Disability, if YES please indicate:										Equity Group		African	Indian	Coloured	White		
Gender		Female		Male		Marital Status		Single	Married	Widower	Widow	Divorced	Life Partner				
Criminal Status		None	Offender	Rehabilitated	If Offender: Parole/ Release Date					d	d	m	m	y	y		
Individual Type		Employed Workseeker			Unemployed workseeker												
Willing to relocate: Please specify the Province(s)					Yes	NO	FS	EC	KZN	NW	WC	LP	NC	MP	GP		
If YES, Please specify the Towns within the Province					1			2			3						
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)			a.			b.			c.								
Drivers License Code/Classification		None	A	A1	B	C	C1	D	D1	EB	EC	EC1	ED	ED1	M	W	LEARNERS
Drivers License Expiry Date		d	d	m	m	y	y	Public Drivers Permit		Y	N	Hazardous Substances Permit		Y	N		
Permit Description		Goods		Passengers		Goods and Passengers		Expire Date		d	d	m	m	y	y	y	y
CONTACT DETAILS - PERSONAL CONTACT																	
Cellular Number										Email:							
Alternative contact number:										Alternative contact person's name							
CONTACT DETAILS - PHYSICAL ADDRESS																	
Street Address										City/Town							
Suburb										Province							
Postal Code																	
EDUCATION AND TRAINING - GENERAL EDUCATION AND TRAINING LEVEL - SCHOOL QUALIFICATION																	
Highest Schooling Level 0-12 Completed *		1	2	3	4	5	6	7	8	9	10	11	12	Year Obtained *			
Name of School *												ABET Level					
EDUCATION AND TRAINING - SCHOOL SUBJECTS																	
Subject		School subjects			Grade	% - Level		School subjects			Grade	% - Level					
Indicate your school subjects:		1				5		2				6					
		3				7		4				8					
		4															
EDUCATION AND TRAINING - FURTHER AND HIGHER EDUCATION AND TRAINING and SHORT COURSES																	
Higher Tertiary Qualifications																	
NO	Qualification Name (Example: BA degree / N3 Engineering)					Institution (Example: Uniqwa / CUT / TOSA)					NQF Level	Year	Status				
1																	
2																	
3																	
Note on NQF Levels: 5 = National Diploma, 6 = Bachelors / First degree, 7 = Professional OR Honours degree, 8 = Post-doctoral or Masters degrees.																	
Note on Status: In progress or Complete or Incomplete.																	
EMPLOYMENT HISTORY - HISTORY																	
Organisation/Company			Job Title			Employed From Day - Month - Year		Employed To Day - Month - Year		Type Of Employment		Reasons for leaving					
1																	
Duties perform within job:																	
2																	
Duties perform within job:																	
Note on: TYPE OF EMPLOYMENT		A = Permanent B = Fixed Contract		Note on Reasons for leaving:		A = Dismissal B = Resigned C = Promotion		D = Retrenched E = Medical condition - General G = Employer Closed business		H = Package. I = Transferred J = Pension retirement K = Expired employment contract L = Other							
REFERENCE																	
Reference 1		Name			Company			Position/Job Title			Contact Number						
Reference 2																	
Reference 3																	