



APPLICATION FOR INTERNSHIP IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an internship position in a KwaZulu-Natal Provincial Administration government department.

A person who has not participated in the internship programme before.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the internship.

5 – All applicants must attach Curriculum Vitae.

A. THE ADVERTISED INTERNSHIP POSITION

Occupation for which you are applying (as advertised)	Department where the position was advertised	
Head/Regional/District/Institution Office	Have you ever participated in the internship before?	
	Yes	No
	If yes state Department: _____	

B. PERSONAL INFORMATION

Surname				
First Names				
Date of Birth				
ID number ²				
Race ³	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
Gender ³	<i>FEMALE</i>		<i>MALE</i>	
Do you have a disability? ³	<i>YES</i>		<i>NO</i>	
Are you a South African Citizen?	<i>YES</i>		<i>NO</i>	
If no, what is your Nationality				
And do you have a valid work Permit?	<i>YES</i>		<i>NO</i>	
Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴	<i>YES</i>		<i>NO</i>	
If your profession or occupation requires State or official registration, provide date and particulars of registration.				

C. HOW DE WE CONTACT YOU

Name of District Municipality Residing			
Name of Local Municipality and Ward			
Physical Address			
Postal Address	Postal Code: _____		
Telephone/Cell Number	() _____		

D. LANGUAGE PROFICIENCY – state ‘good’, ‘fair’ or ‘poor’

	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS ⁵ (please ignore if you have attached a CV with these details)

Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. What have you been doing in the previous year?

Unemployed		Studying	√
Employed		Other Specify.....	
Have you applied for internship to another government Department			Yes No
If yes State the Name of the Department			
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			

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: