



DEPARTMENT OF LABOUR - ESSA

REGISTER AN INDIVIDUAL



All fields indicated / highlighted in grey is COMPULSORY fields. These fields must be completed in full. A correctly completed form will assist an official at this Department to find a suitable opportunity for you. PLEASE COMPLETE THE FORM IN BLOCK LETTERS.

ESSA ACCESS INFORMATION																		
Identity Number (13 Digits) *											Date of Birth	d	d	m	m	y	y	y
First Names											Surname							
PERSONAL DETAILS - PERSONAL																		
Disability	None	Blindness	Chronic Conditions	Deafness	Hard of hearing	Mental / Neurological Conditions												
	Partially Sighted	Physical disability			Speech Impaired			Visually Impaired										
Equity Group	African	Indian	Coloured	White	Not applicable	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	y	y										
ID Document Presented and Verified ?	Yes		No			Name and Surname 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		Northern Cape		Mphumalanga		Gauteng				
If YES, Please specify the Towns within the Province	1			2			3											
Opportunity interest	Apprenticeship			Formal Job			Internship		Learnership		Project							
Please indicate your language proficiency, i.r.o. Excellent (E), Good (G) or Average (A) (Space has only been provided for 5 options)	Language			Language			Speak			Read			Write					
	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	d	d	m	m	y	y	Public Drivers Permit		Y	N	Hazardous Substances Permit		Y	N				
Permit Description							Expire Date	d	d	m	m	y	y					
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									
Indicate the different school subjects that you have completed at school. (Spave 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: 5 = National Diploma/Occupational Certificate, 6 = Bachelors / First degree, 7 = Professional qualification / honours degree, 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	Institutions	NQF Level	No. of Credits	Year Completed
Unit 1					
Unit 2					
Unit 3					

OTHER SHORT COURSES			
Courses	Course Name (For example: PC Course)	Institution (For example: ABC Training Centre)	Course Year
Course 1			
Course 2			
Course 3			
Course 4			

SKILLS AND EXPERIENCE				
Skills	Name of skills (e.g. = Driving Skills)	Skills Level	Name of skills	Skills Level
Skill 1				
Skill 2				

Note on Skills Level = Only training or Limited Practical or Thorough Practical or Extensive Practical

EMPLOYMENT HISTORY - HISTORY 1					
Organisation/Company	Job Title	Employed From Day - Month - Year	Employed To Day - Month - Year	Type Of Employment	Reasons for leaving
Duties perform within job:					
Duties perform within job:					
Duties perform within job:					
Duties perform within job:					

Note on: TYPE OF EMPLOYMENT	A = Permanent	Note on Reasons for leaving:	A = Dismissal	E = Medical condition - General	I = Transferred
	B = Fixed Contract		B = Resigned	F = Medical condition - Maternity	J = Pension retirement
	C = Temporary		C = Promotion	G = Employer Closed business	K = Expired employment contract
	D = Other		D = Retrenched	H = Voluntary package.	L = Other

EMPLOYMENT HISTORY - PROFESSIONAL AFFILIATIONS				
Professional Affiliations				
Body (For example HPCSA)	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 & Milestones

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