

INTERNSHIP PROGRAMME APPLICATION FORM

WHAT IS THE PURPOSE OF THIS FORM?

To assist Dube TradePort Corporation in selecting candidates for the Dube TradePort Corporation Internship Programme. 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 candidates wishing to apply for the Dube TradePort Corporation Internship Programme must complete this form.

ADDITIONAL INFORMATION REQUIRED

- Certified copy of ID
- Certified copies of full official academic transcripts
- 2 page CV

NOTES:

This document is not in any way an agreement or commitment between DTPC and the applicant.

The selection of interns is totally dependent on results obtained and the outcome of the selection process.

All applications to reach Dube TradePort Corporation by 30 September 2014

Note: No late applications will be accepted

PART A: DUBE TRADEPORT CORPORATION INTERNSHIP PROGRAMME

YEAR: 2014

Please state your field of study:

State your field of interest e.g. Finance, HR, ICT, Infrastructure Development, etc:

PART B: PERSONAL INFORMATION

Name: Surname:

ID Number: Date of birth:

Gender: Male Female

Race: African White Coloured Indian

Do you have a disability? Yes No

Are you a South African citizen? Yes No

If no, what is your nationality?

Have you ever been convicted of a criminal offence? Yes No

If your profession or occupation requires state or official registration, provide date and particulars of registration.

PART C: CONTACT DETAILS

Contact numbers: Cell: Home/Alternative:

Postal Address:

Email Address:

Alternative Email:

PART D: EDUCATIONAL PARTICULARS (please complete in full)

SECONDARY EDUCATION: (please provide copy of certified matric results)

Name of School	Highest Grade Obtained	Subject	Level

TERTIARY EDUCATION: (Please complete for each qualification you obtained and attach academic transcripts.)

Name of Institution	Degree/Diploma	Major Subjects	Year Obtained

PART E: Other Information

MEMBERSHIP OF COMMUNITY OR PROFESSIONAL ORGANISATION

Association/ Organisation	Office Held	Activities	Duration

WORK EXPERIENCE/VOLUNTEER WORK – Previous work experience (Start with most recent)

Company	Start Date	End Date	Position	Reason for Leaving

COMPUTER LITERACY – Please indicate your current level of computer literacy

LEVEL	INTRODUCTORY	INTERMEDIATE	ADVANCED
MS Word			
MS Excel			
MS PowerPoint			
Outlook			
Other (please specify)			

REFERENCES – Please provide three references who can be contacted regarding your competencies and abilities

Name	Relation	Contact Telephone Number

PART F: MOTIVATION – Please write legibly

What kind of career are you looking for and what actions have you taken towards achieving this?

List the leadership positions you hold/ have held (eg. Projects you have worked on). What impact have you made in these?

What unique attributes do you have that sets you apart from others? Provide examples on how you display these attributes in your day- to- day life?

PART G: DECLARATION

- I understand that all the information provided in my application will be verified and I authorise Dube TradePort Corporation to contact any relevant person or institution for relevant references.
- I declare that the above information to my knowledge is true and correct and accept that if it were to be found that I withheld any information that would negatively affect a decision on my application, the application will be cancelled immediately.
- I authorise any school / university / employer to provide Dube TradePort Corporation with relevant information that may be useful in making a decision.

SIGNATURE OF APPLICANT

Date: _____

SIGNATURE OF PARENT/ GUARDIAN - If still a minor

Date: _____