

## EDUCATOR EMPLOYMENT PROFILE FORM

(EDP 01 Form)

 Instructions: 1. This form combines the information in the standard application form and the standard CV information into one Employment Profile Form. Although the standard form may still be used as an alternative, SGBs require the maximum amount of information in order to shortlist candidates.
2. Place an X in blocks where applicable.

SECTION A: POST PARTICULARS										
1. POST NUMBER:										
2. NAME OF INSTITUTION							3.DIS	TRICT		
4. POST DESCRIPTION							5. PO	ST LEVE	L	

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6.1.	SURNAME									6.2.	.NAM	ES													
7.	PERSAL NO:												8. I.D.												
													No.												
9.	NATIONALITY												10.		ATUS										
11.	GENDER												12.		EVIC			-				 		 	
															CIAI										
														GR	OUP	ING	(EE)								
13.	POSTAL ADDRESS												14.		NTA			W							
														DE	TAI	LS									
																		H							
																		С							
15.	E-MAIL																		٩X						
																		N	о.						

SECT	ION C: COMPETEN	CIES						
16.	LANGUAGE	State whether "Es	stablished (Est)	" or "Develo	ping(D	ev)" or "No	t Established" (NE)	
	PROFIENCY	1:ISIXHOSA	2:ENGLISH	3:ISIZULU	4:A	FRIKAANS	5:	6
	SPEAK							
	READ							
	WRITE							
17.	FORMAL QUALIFI (Copies to be attache		1)					•
TYPE QUAI	C OF LIFICATION	INSTITUTION	EXEMPTION (YES/NO)	YEAR OBTAI	NED	DURATION	EXAMING AUTHORITY e.,	g. EX-DEPARTMENT
17.1.	MATRIC/ STD 10/ GRADE 12							
		ACADEMIC INSTITUTION	QUALIFICATI	ON YEAR OBTAI	NED	DURATION	SPECIALISATION SUBJECTS/AREA/FIELD	
17.2.	PROFESSIONAL e.g. PTD; HDE; FDE/ACE; BEd							
17.3.	ACADEMIC DEGREE e.g. BA; BComm							
17.4.	SENIOR RESEARCH DEGREE e.g. MEd; MPhil; DEd	ACADEMIC INSTITUTION	QUALIFICATI	ON VEAR OBTAI	NED	DURATION	RESEARCH TOPIC	
17.4.	OTHER FORMAL DIPLOMAS (3mths+ and more)	ACADEMIC INSTITUTION	QUALIFICATI	ON YEAR OBTAI		DURATION	AREA OF SPECIALISATIO	N
	e.g. HRM; LABOUR LAW							
18.	SHORT COURSES	NAME OF COURSE	INSTITUTION SERVICE PROVIDER	N/ YEAR OBTAI		DURATION OF COURSE	AREA OF TRAINING	

( attach attendance			
certificate where			
available)			

19. HIGHEST REQV LEVEL

HIGHEST NQF LEVEL

20.	SECTION D: GENERIC SKILLS (Ev	idence of these skills may be	tested in the Interviewing Proces	ss)
	(Mark appropriate box with an X)	Established (Est)	Developing (Dev)	Not Yet Established (NYE)
20.1.	COMPUTER LITERACY			
20.2.	COMMUNICATION			
20.3.	REPORT WRITING			
20.4.	BASIC PROJECT MANAGEMENT			
20.5.	LEADERSHIP			
20.6.	BASIC FINANCIAL			
	MANAGEMENT			
20.7.	HUMAN RELATIONS			
20.8.	INNOVATION AND CREATIVITY			
20.9.	OTHER:			
20.10.	OTHER:			

21.	EMPLOYMENT HISTORY					
		POST LEVEL	INSTITUTION	PROVINCE	SUBJECT/S TA	UGHT/FUNCTIONS
21.1.	CURRENT POST					
21.2.	PREVIOUS POSTS IN EDUCATION	-				
	2200111011					
21.2.	OTHER WORKING EXPERIENCE	EM	PLOYER	NATUF	RE OF WORK	DURATION
21.3.						
21.4.						
21.3.						
21.4.						

22.	TOTAL YEARS OF EXPERIENCE IN	TOTAL WORKING YEARS	
	EDUCATION		

23.	EXTRA CURRICULAR ACTIVITIE	ES	
23.1.	SPORTS e.g. athletics, netball		
	(state sport code/s)		
23.2	MUSICAL INSTRUMENT		
	e.g. piano, flute (state		
	instrument/s)		
23.3.		(Mark appropriate box with an X)	
	DRAMA	CHOIR	
	ART	DRUM MAJORETTES	
	DEBATING	OTHER (state other):	
	CHESS	OTHER (state other):	

24.	PROFESSIONAL ACTIVITIES	( e.g. educator union; sports body; board; council)	
	ORGANISATION/BODY	POSITION HELD (state provincial/national)	DURATION OF OFFICE
24.1.			
24.2.			
24.3.			
24.4.			
25.4.			

26.	SOCIAL RESPONSIBILTY RO	LE ( e.g. community based activities; SRC chairperson)
	POSITION HELD	RESPONSIBILITIES
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

27.	PERSONAL QUALITY TRAITS ( i.e. your strengths)
27.1.	
27.2.	
27.3.	
27.4.	
27.5.	

28.	OTHER RELEVANT INFORMATION (e.g. awards; scholarships; study tours)
28.1.	
28.2.	
28.3.	
28.4.	
28.5.	

29.	EMPLOYMENT CHECKS (* where you have answered "YES" certain restrictions MAY be placed on your employment/promotion)							
29.1	Have you ever been	YES	NO	29.3.	Have you ever taken early	YES	NO	
	convicted of misconduct?				retirement due to ill health?			
29.2.	Have you ever been	YES	NO	29.4.	Have you opted for a Voluntary	YES	NO	
	criminally charged?				Severance Package (VSP)			
	*							
	Explanation:							
	· · · · · · · · · · · · · · · · · · ·							

30.	REFERENCES		
	NAME	CONTACT DETAILS	RELATIONSHIP
30.1.			
30.2.			
30.3.			

## 31. DECLARATION

I declare that the above information is true and correct. I understand that any false or incorrect statement can constitute misrepresentation and could render me liable to be discharged on account of misconduct. I declare that all required documents attached are a true copy of my original certificates and therefore are regarded as authentic.

SIGNATURE OF APPLICANT

DATE