

Application for Internship in the Public Service

<p>WHAT IS THE PURPOSE OF THIS FORM? To assist a government department in selecting a person for an internship position.</p> <p>This form may be used to identify candidates to be interviewed.</p> <p>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.</p> <p>WHO SHOULD COMPLETE THIS FORM?</p> <p>Only persons wishing to apply for an internship position in a government department.</p> <p>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.</p> <p>SPECIAL NOTES</p> <p>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.</p> <p>2. Passport number in the case of non South Africans</p> <p>3. This information is required to enable the Department to comply with the Employment Equity Act, 1998.</p> <p>4. This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5. Applicants with substantial qualifications must attach a CV.</p>	A. APPLICATION FOR INTERNSHIP				
	Occupation for which internship is applied:			Where was the position advertised?	
	Province / Office preferred:				
	B. PERSONAL INFORMATION ¹				
	Surname				
	First Names				
	Date of Birth				
	ID Number ²				
	Race ³	African	White	Coloured	Indian
	Gender ³			Female	Male
	Do you have a disability? ³			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 or been dismissed from employment? ⁴			Yes	No
	If your profession or occupation requires State or official registration, provide date and particulars of registration				
C. HOW DO WE CONTACT YOU					
Contact numbers					
Postal Address					

D. LANGUAGE PROFICIENCY – State 'good', 'fair' or 'poor'						
	Languages (specified)					
Speak						
Read						
Write						
E. QUALIFICATIONS ⁵						
Name of School / Technical College		Highest qualification obtained			Year obtained	
Tertiary education (complete for each qualification you obtained)						
Name of Institution		Name of qualification			Year obtained	
F. WHY DO YOU WANT TO BE APPOINTED AS AN INTERN?						
G. WHAT SKILLS DO YOU WISH TO ACQUIRE TO ENHANCE YOUR CAREER?						
H. WHAT KNOWLEDGE HAVE YOU ACQUIRED AND HOW WILL THAT ASSIST YOU IN THE POSITION YOU HAVE APPLIED FOR?						

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: