



APPRENTICESHIP APPLICATION FORM

PURPOSE

The purpose of this application form is to assist Transnet in selecting suitable candidates for advertised apprenticeship positions. This form will be used to identify candidates to be assessed, interviewed and/or placed within the advertised position; you need to fill in this form completely and as accurately as possible. An incomplete application form will disqualify any candidate from applying for a position. The application form will assist in processing your application fairly. Please note: Curriculum vitae will not be accepted as replacement of this application form, but must be annexed as an attachment to this form. Late applications will not be processed. All information will be treated with confidentiality and will not be used for any other purpose except to assess your suitability for the apprenticeship position (s) you are applying for. Preference will be given to candidates of the designated groups in line with Transnet's Employment Equity Policy and Plan.

Where applicable, please ensure that you use the position reference number/trade/location on the Advert to ensure that your application will not be missed.

1. POSITION DETAILS			
Trade applied for in order of preference: (Please select trade as advertised)	Region: (The region at which the training will take place)	Reference Number: (To be captured as advertised)	
2. PERSONAL DETAILS			
Title:			
Full name(s) of Applicant			
Surname:			
Identity number*:			
Age:			
Race*:	African	Coloured	Indian White
Gender:	Male	Female	
Do you have any physical disability? *(Please tick appropriate box)	Yes, please provide details.		
	No		
Applicant's Contact Details:	Postal Address		E-mail address
			I do not have an e-mail address
	Home Telephone number		Cellphone number
Parent/Custodian Contact Details:	Telephone Number		Cell-phone Number

* Please note that the information will be used for statistical purposes with regards to employment equity

3. POSITION INPUTS			
3.1 Qualifications <i>(list the relevant qualifications you have acquired which you think will assist you in fulfilling the position you are applying for).</i>		3.2 Knowledge <i>(list the relevant knowledge you have acquired which you think will assist you in fulfilling the position you are applying for).</i>	
3.3 Skills and Competencies:			
<i>(List the skills; behaviours and level of competence you have acquired in your current or previous position (s), which you think, will assist you in fulfilling the position you are applying for).</i>			
Skill/Competency	Competence level		
	Basic: <i>Have limited exposure in using this skill/competency</i>	Intermediate: <i>Have applied this skill/competency in some areas within my current and previous roles.</i>	Advanced: <i>Have applied this skill/competency as a key requirement in my current and previous roles.</i>
4. Decision Making:			
<i>(Please indicate the kind of decisions you have had to make in your current or previous position(s), this includes the ability for you to take certain actions and make certain decisions, it may include limit or restrictions with regards to decisions or actions, which you could not take).</i>			
5. Communication:			
<i>(Please indicate the key interfaces in your current/previous position(s) This details those people with whom you have to interact both within and outside of the organisation?).</i>			
6. Motivation:			
<i>(Please provide the reasons why you should be considered for this position (s) you have applied for).</i>			

7. ADDITIONAL INFORMATION					
7.1 References					
<i>(Please provide names of three references we can contact to confirm details of your employment and or performance in your current or previous position (s)).</i>					
Name:			Position:		
7.2 Any other relevant information you would like us to know:					
7.3 Current studies or plans to study further:					
8. DECLARATION					
I declare that the information provided herein is complete and correct, according to the best of my knowledge. I understand that any false information provided could lead to my application being disqualified. I hereby consent to Transnet conducting any investigation into the above mentioned matters, and/or any other matter that may have a bearing on the employment relationship, should there be a need to do so (incl. identity, qualifications, credit, criminal and reference checks, where applicable):					
Signature:			Date:		
<i>*Applications received in electronic copy will be accepted as signed by the applicant</i>					
9. CONTROL SHEET (Official use only)					
Received by:				Date:	
Reviewed by:				MQ:	
				Yes	No
Shortlisted:		Yes		No	
Assessed by:				Date:	
Assessment Outcome					
Exceeds competence level		Meets competence level		Potential	
Below competence level		Not competent			
Interviewed by:				Date:	
Interview outcome					
Successful			Unsuccessful		
Comments					
Reviewed by: _____					

Transnet SOC Limited HR Privacy Statement

Transnet SOC Limited (hereafter referred to as “Transnet”) will handle any and all personal information it obtains during the course of its recruitment activities, strictly in compliance with laws and regulations governing personal information.

"Personal information", as in the context of this policy, refers to, regardless of the medium through which such information has been sent to Transnet, the following types of data, which have been directly or indirectly obtained during the course of recruitment activities by Transnet, and which enable the identification of any individual applicant and or candidate.

The range of personal information includes, but is not limited to:

- Personal details and employment history and other items as input into the profile and or application
- Details of the communication made between Transnet and the applicant and or candidate for the purpose of recruitment activities
- Such other data that can easily be collated with other data and thereby enable the identification of the applicant and or candidate

Transnet uses the applicant and or candidate's personal information for the purposes of providing them with recruitment information; screening for recruitment; and confirming their job application records. If an applicant and or candidate are employed by Transnet, his/her personal data will be continuously used for employee management purposes.

Companies belonging to Transnet and its Operating Divisions will jointly use the personal information of applicants and or candidates for the purposes set forth above.

Transnet undertakes to put in place appropriate safety control measures for personal information about applicants and or candidates it has gained, in order to prevent the risk of unlawful accesses, loss, alteration and disclosure thereof.

Transnet accepts, within reasonable limits, an employment applicant's requests for disclosure, amendment and deletion of his/her own personal information. However, Transnet is unable to accept any such requests concerning information related to the screening for employment, to avoid any possible consequence affecting Transnet proper and normal course of business operations. Any personal information of any applicants and or candidates retained by Transnet will, after the purposes of its use have been met, be either, destroyed or deleted by adequate measures.