



12RETC0019 Application Form and Agreement
Retail Staff application form

Please mark with an X which position you are applying for

Retail Assistants	Floor Assistant / Merchandisers
Retail Manager	Cashier
Retail Assistant Manager	Packers

Please note there are NO COST'S involved in the application for this position.

The following information must accompany this application form:

- A brief statement explaining why you have chosen this particular field of work,
- Your curriculum vitae,
- Certified copy of Identity Document,
- Certified copies of School Leaving Certificate OR Certified copies of Statement of Results for qualifications,
- Proof of address (Letter from councillor - informal settlements, Municipality or Telkom Invoice/ statement, Lease agreement or letter from landlord)

The above need to be sent along with this application form directly to our Verification Agent on fax to email number 086 607 79 76. Only faxed application forms will be considered. Shortlisted candidates will be contacted within 14 working days of application. Please provide your best daytime contact telephone number on the application.

PLEASE COMPLETE THE BELOW IN FULL

2. Learner details – (PLEASE COMPLETE IN FULL)

2.1 Full name:

.....

2.2 Identity number:

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2.2 Date of birth

C	C	Y	Y	M	M	D	D
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2.3 Sex:

Male	Female
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2.5 Race:

African	Indian	Coloured	White
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2.6 Do you have a disability, as contemplated by the Employment Equity Act 55 of 1998?

Yes	No
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If yes, specify:

2.7 Home address:

.....
.....

.....
2.8 Postal address (if different from above):

.....
.....
.....

2.9 E-mail address:

.....

2.10 What language/s do you speak at home?

.....

2.11 Are you a South African citizen?

Yes	No
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If no, specify and attach documents indicating your status, for example: permanent residence, study permit, etc):

.....

2.12 Highest level qualification: (for example: Standard 7, Grade 10, ABET Level 3)

.....

2.13 What is the title of your highest qualification?

.....

2.14 Have you previously undertaken a learnership?

Yes	No
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If yes, specify title and code:

.....

2.15 Were you employed by your employer before concluding this Agreement?

Yes	No
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2.16 If you were unemployed before concluding this Agreement, state for how long:

.....

2.17 If you are employed, when did you start work with your employer?

C	C	Y	Y	M	M	D	D
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3. Parent or Guardian details

(To be completed if learner is a minor – i.e. an unmarried person under 21 years)

3.1 Full name:

.....

3.2 Identity number:

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3.3 Home address:

.....

3.3 Postal address (if different from above):

.....

3.4 Telephone number:

Home:

Work:

3.5 E-mail address:

.....

4. Employer details

4.1 Legal name of employer:

.....

4.2 Trading name (if different from above):

.....

4.3 Business address:

.....
.....
.....

4.4 Postal address (if different from 4.3):

.....
.....
.....

4.5 Name of contact person:

.....

4.6 Telephone No:

.....

4.7 Fax No:

.....

4.8 E-mail address:

.....

5. Training Provider / Educational institution details

5.1 Legal name of Educational institution / Training Provider:

.....

5.2 Trading name (if different from above):

.....

5.3 Business address:

.....
.....
.....

5.4 Postal address (if different from 5.4):

.....
.....
.....

5.5 Name of contact person:

.....

5.6 Telephone No:

.....

5.7 Fax No:

.....

5.8 E-mail address:

.....

5.9 Business Registration number: (If Available)

.....

6. **Consent**

DEFINITIONS IN TERMS OF BELOW CONSENT

“Candidate” means the person completing this document to be considered by the Company for purposes of employment/ continuation of employment;
“Company” refers to ZA RECRUITMENT GROUP (PTY) LTD Client;
“Consumer Credit Information” shall have the meaning ascribed to it in section 70 of the NCA;
“FAIS Act” shall mean the Financial Advisory and Intermediary Services Act of 2002;
“FSB” refers to the Financial Services Board;
“NCA” shall mean the National Credit Act, No 34 of 2005, as amended from time to time, including any regulations made under the Act;
“Personal Information” shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
“POPI” shall mean the Protection of Personal Information Act, No 4 of 2013, as amended from time to time, including any regulations made under the Act;
“Privacy and Data Protection Conditions” refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
“Responsible Parties” have meaning to the Company and ZA RECRUITMENT GROUP (PTY) LTD together, and “Responsible Party” any one of them;
“Verification Information Suppliers” shall mean third parties acting on behalf of ZA RECRUITMENT GROUP (PTY) LTD, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

CONSENT FOR THE USE OF PERSONAL INFORMATION

I hereby authorize the Company’s duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd (“ZA RECRUITMENT GROUP (PTY) LTD”), to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references, criminal record, fraud prevention, ID verification and drivers’ licence. I consent to requests for consumer credit information to be released for the below prescribed purposes only:
For employment in a position of trust and honesty and entails the handling of cash or finances; Fraud prevention or detection.
I understand that verification requests form part of the background screening process and: That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA;
Data obtained from the FSB serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.
I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and for the purposes I have authorised.
I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
By submitting any Personal Information to the Company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by the Company and/or verification information suppliers:

Personal Information may be shared by the Company with ZA RECRUITMENT GROUP (PTY) LTD and may be further shared by ZA RECRUITMENT GROUP (PTY) LTD with the Verification Information Suppliers for

verification or other legitimate purposes;

Personal Information may be shared by the Verification Information Suppliers with ZA RECRUITMENT GROUP (PTY) LTD and be further shared by ZA RECRUITMENT GROUP (PTY) LTD with the Company and ZA RECRUITMENT GROUP (PTY) LTD other clients for purposes of continued or future employment or for other legitimate purposes as per the NCA;

Personal Information may be stored for a reasonable period by the Company, ZA RECRUITMENT GROUP (PTY) LTD and/or the Verification Information Suppliers, and Personal Information may be transferred cross-border to countries, which do not necessarily have data-protection laws similar to South Africa, for verification or storage purposes. In any cross-border transfer of personal information the recipient will be notified of the need to protect the confidentiality of the personal information.

I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.

A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.

I unconditionally agree to indemnify the Responsible Parties, and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. This includes unintentional disclosures of such personal information to, or access by unauthorized persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated personal information, provided to the Company by myself or by a third party in respect of me.

_____ / ____ / _____

CANDIDATE SIGNATURE MOBILE NUMBER DD MM CCYY

_____ / ____ / _____

COMPANY AGENT SIGNATURE DD MM CCYY

All signatories to this document agree that ZA RECRUITMENT GROUP (PTY) LTD will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to ZA RECRUITMENT GROUP (PTY) LTD for the Company by ZA RECRUITMENT GROUP (PTY) LTD suppliers. The Company and the Candidate hereby indemnifies and holds ZA RECRUITMENT GROUP (PTY) LTD harmless against any loss arising from neglect or damage in procuring, communicating or failing to communicate information to the Company.

Applicant's signature:.....

Date:

Witness signature:.....

Date:

Parent or Guardian's signature:
(Only if the learner is a minor)

Date:

Witness signature:.....

Date: