

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. DISTRICT			
4. POST DESCRIPTION									5. POST LEVEL			

SECTION B. PERSONAL PARTICULARS OF APPLICANT

6.1. SURNAME											6.2. NAMES													
7. PERSAL NO:												8. I.D. No.												
9. NATIONALITY											10. MARITAL STATUS													
11. GENDER											12. PREVIOUS RACIAL GROUPING(EE)													
13. POSTAL ADDRESS											14. CONTACT DETAILS	W												
												H												
												C												
15. E-MAIL												FAX No.												

SECTION C: COMPETENCIES

16.	LANGUAGE PROFICIENCY	State whether "Established (Est)" or "Developing(Dev)" or "Not Established" (NE)										
		1:ISIXHOSA	2:ENGLISH	3:ISIZULU	4:AFRIKAANS	5:.....	6:.....					
	SPEAK											
	READ											
	WRITE											
17.	FORMAL QUALIFICATIONS (Copies to be attached to this application)											
	TYPE OF QUALIFICATION	INSTITUTION	EXEMPTION (YES/NO)	YEAR OBTAINED	DURATION	EXAMING AUTHORITY e.g. EX-DEPARTMENT						
17.1.	MATRIC/ STD 10/ GRADE 12											
		ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	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	QUALIFICATION	YEAR OBTAINED	DURATION	RESEARCH TOPIC						
17.4.	OTHER FORMAL DIPLOMAS (3mths+ and more) e.g. HRM; LABOUR LAW	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION						
18.	SHORT COURSES	NAME OF COURSE	INSTITUTION/ SERVICE PROVIDER	YEAR OBTAINED	DURATION OF COURSE	AREA OF TRAINING						

(attach attendance certificate where available)					

19.	HIGHEST REQV LEVEL		HIGHEST NQF LEVEL	
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20.	SECTION D: GENERIC SKILLS (Evidence of these skills may be tested in the Interviewing Process)			
	(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 TAUGHT/FUNCTIONS
21.1.	CURRENT POST				
21.2.	PREVIOUS POSTS IN EDUCATION				
21.2.	OTHER WORKING EXPERIENCE	EMPLOYER	NATURE OF WORK	DURATION	
21.3.					
21.4.					
21.3.					
21.4.					

22.	TOTAL YEARS OF EXPERIENCE IN EDUCATION		TOTAL WORKING YEARS	
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23.	EXTRA CURRICULAR ACTIVITIES			
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 RESPONSIBLTY ROLE (e.g. community based activities; SRC chairperson)	
	POSITION HELD	RESPONSIBILITIES
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

