



APPLICATION FOR EMPLOYMENT

ACADEMIC STAFF

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Please complete this form and submit to us together with a complete list of your peer-reviewed publications:

- Use chronological order with latest dates first.
- Publications should be listed in the following categories:
 - (i) Books/Monographs; (ii) Journal Articles; (iii) Chapters in Books; and (iv) Conference Proceedings
- Do not include publications submitted or in preparation.
- If publications are included that have been accepted for publication, proof must be attached.
- Entries should be numbered and co-authors shown, where applicable.
- Publications should have full citation including date of publication, publishers, place, year and page numbers. If they are journals, the volumes and numbers as well as date of publication and page numbers should be indicated.
- Please quantify your individual contribution to any joint publications.

Once you have completed this form, please:

- Save a copy;
 - Attach your research record as a Word document; and
 - Email to us as an attachment at the address provided in the advert, quoting the advert reference number in the subject line.
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Applicant's Name		
Title	First Names	Surname
UKZN Staff Number, if applicable		
Advertised Position's Details		
Reference number		
Post Title		
Discipline (if applicable)		
School		
Closing Date		
Date of Application		
Please provide a brief motivation below indicating how you meet all of the advertised minimum requirements specified in the advertisement		
Requirement 1		
Requirement 2		
Requirement 3		
Requirement 4		
Requirement 5		

Requirement 6	
Personal Details	
Identity number	Date of Birth
Nationality	Passport no.
Valid work permit <input type="checkbox"/> Yes / <input type="checkbox"/> No Expiry date:	
If you were not born in RSA please indicate effective date of your citizenship approval in RSA	Nature of current status _____ Effective date _____
Drivers' licence - State code:	Own vehicle <input type="checkbox"/> Yes / <input type="checkbox"/> No
Race <input type="checkbox"/> African/ <input type="checkbox"/> Coloured/ <input type="checkbox"/> Indian/ <input type="checkbox"/> White	Gender <input type="checkbox"/> Male/ <input type="checkbox"/> Female
Do you have a disability? If answer is "yes" please specify	
Marital Status <input type="checkbox"/> Married/ <input type="checkbox"/> Single/ <input type="checkbox"/> Widowed/ <input type="checkbox"/> Divorced	Maiden Surname (if applicable):
No. of dependants:	
Have you ever been convicted of a criminal offence? If answer is "yes", please specify	
Have you ever been dismissed from a previous employer or resigned in contemplation of being dismissed? Please state reason if answer is "yes"	
Have you previously been employed by the University of KwaZulu-Natal or Durban-Westville or Natal?	
Are you related to any current staff member/s of the University of KwaZulu-Natal. If answer is "yes", please specify	

Personal Contact Details	
Home phone:	Cell phone:
Work phone:	Fax:
Email (preferred):	Email (alternative)
Residential Address	
Street Name and Number	
Suburb	City
Province	Postal Code
Country	

Postal Address					
Street Number / Post Box					
Suburb			City		
Province			Postal Code		
Country					
Contact Person / Next of Kin					
Name	Relationship	Cellphone	Home	Work	Email

Remuneration	
Current Total Remuneration Package (including all benefits)	
Salary excluding benefits	
List all benefits and their annual value	
Bonus incentives (13 th cheque or performance bonus)	
Commission (average)	
Expected Salary	
Expected Total Remuneration Package	

General Information	
Where did you see the advert for this position?	
Languages – indicate <input type="checkbox"/> Speak/ <input type="checkbox"/> Read/ <input type="checkbox"/> Write	
Membership of professional bodies	

Schooling	
Name of School / Institution	
Highest Standard / Grade passed	Date completed

Subjects passed (+symbols if available)			
Tertiary Qualifications Completed			
1			
Qualification (Include dissertation topic, if applicable)		Name of Institution	
Date completed	Fulltime duration, e.g. 3 years	Majors	
2			
Qualification (Include dissertation topic, if applicable)		Name of Institution	
Date completed	Fulltime duration	Majors	
3			
Qualification (Include dissertation topic, if applicable)		Name of Institution	
Date completed	Fulltime duration	Majors	
4			
Qualification (Include dissertation topic, if applicable)		Name of Institution	
Date completed	Fulltime duration	Majors	

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Additional Courses/ Workshops/ Seminars/ Training Programmes		
Course Name	Institution	Date Completed and Duration

Honours, Awards and Recognition for Scholarly activities including Research and Teaching			
List any awards, honours or other form of recognition. Include membership, over the last five years, of any National or International advisory or professional committee			
Honour/ Award/ Recognition	Institution granting award/ recognition	Date granted	Brief explanation if applicable

Employment History 1 (please list most recent first)	
Dates from and to	Job Title
Institution	Location
Number of subordinates (directly reporting to you)	Reasons for leaving
Line Manager	Designation of Line Manager
Contact details - Email & cellphone	

Referee	In what capacity did you report to this referee
Contact details - Email & cellphone	
Please detail your duties / responsibilities	
Employment History 2 (previous)	
Dates from and to	Job Title
Institution	Location
Number of subordinates (directly reporting to you)	Reasons for leaving
Line Manager	Designation of Line Manager
Contact details - Email & cellphone	
Referee	In what capacity did you report to this referee
Contact details - Email & cellphone	
Please detail your duties / responsibilities	
Employment History 3 (previous)	
Dates from and to	Job Title
Institution	Location

Number of subordinates (directly reporting to you)	Reasons for leaving
Line Manager	Designation of Line Manager
Contact details - Email & cellphone	
Referee	In what capacity did you report to this referee
Contact details - Email & cellphone	
Please detail your duties / responsibilities	
Employment History 4 (previous)	
Dates from and to	Job Title
Institution	Location
Number of subordinates (directly reporting to you)	Reasons for leaving
Line Manager	Designation of Line Manager
Contact details - Email & cellphone	
Referee	In what capacity did you report to this referee
Contact details - Email & cellphone	
Please detail your duties / responsibilities	

Employment History 5 (previous)	
Dates from and to	Job Title
Institution	Location
Number of subordinates (directly reporting to you)	Reasons for leaving
Line Manager	Designation of Line Manager
Contact details - Email & cellphone	
Referee	In what capacity did you report to this referee
Contact details - Email & cellphone	
Please detail your duties / responsibilities	

Research Supervision			
Year			
(List numbers)	Current	Successful	Unsuccessful
Honours			
Masters			
Doctoral			
Year			
(List numbers)	Current	Successful	Unsuccessful
Honours			
Masters			
Doctoral			
Year			
(List numbers)	Current	Successful	Unsuccessful
Honours			
Masters			

Doctoral			
Year			
(List numbers)	Current	Successful	Unsuccessful
Honours			
Masters			
Doctoral			

Teaching and Learning

Indicate experience of curriculum and programme development and evaluation, undergraduate and post-graduate teaching and post-graduate research supervision over the last four years or longer if applicable.

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Teaching Statement

Provide a brief Teaching Statement (maximum 1 000 words), with appropriate supporting documents, which cover the following aspects:

1. Teaching and assessment approach with rationale
2. Student evaluations of teaching and student performance
3. Peer and/or external examiners' evaluations of teaching

Note that teaching includes research supervision. The Teaching Statement may be completed with reference to research supervision.

Research Support and Funding

List selected ongoing or completed research projects during the last five years or longer if applicable. Briefly indicate the overall goals of the projects and your role in the projects. Indicate any grants you received and the value thereof.

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Additional motivation Include any other information you would like the panel to consider	

Thank you for completing this application form. Please attach your research record before submitting to us.

Please note that:

1. UKZN reserves the right not to fill the post or to re-advertise to widen the pool of applicants
2. UKZN reserves the right to do a complete verification of the information you have provided. By completing and submitting this form you authorize UKZN to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to minimum requirements. You further indemnify our external Service Providers from liability for any action arising out of the verification. A copy of the verification will be made available to you on request. We only conduct verification of our preferred candidates.
3. We reserve the right to contact your referees or request additional referees.
4. Only short listed candidates will be contacted. If you do not hear from us within four weeks of the closing date please assume you were unsuccessful
5. We require certified copies of all identity documents/matriculation/degree/diploma certificates only if you are shortlisted
6. UKZN is committed to employment equity and may grant preference to candidates in terms of its employment equity priorities.