



APPLICATION FOR A RESEARCH POST

IMPORTANT: Applicants are advised to complete the form in full.

1. Write or print in black ink only.
 - Your application form must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
 - identity document (*including passport, work permit, permanent residence permit or proof of nationalisation if applicable*) (certified copies within the previous six months);
 - all educational qualifications (certified copies within the previous six months);
 - academic transcripts/records (certified copies within the previous six months);
 - proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months);
 - at least two reference letters;
 - a research statement (refer to page 1 of advertisement).
2. Send the completed application form to the address indicated in the advertisement.

1. PERSONAL PARTICULARS

TITLE	SURNAME		
	FULL NAMES		
ID/PASSPORT NUMBER			
RESIDENTIAL ADDRESS	POSTAL ADDRESS		
Telephone Home ()	Work ()	Fax ()	
Cell	E-mail		

2. PARTICULARS OF POST APPLIED FOR:

REFERENCE NO
POSITION APPLIED FOR
WHAT IS THE MINIMUM TOTAL REMUNERATION (COST TO COMPANY) THAT YOU WILL CONSIDER? (p.a.)
Total package.....
ARE YOU WILLING TO BE CONSIDERED FOR A POSITION IN A LOWER RANK? Yes No (with concomitant remuneration)
IF "YES" PLEASE SPECIFY THE POSITION

3. DETAILS OF PRESENT POSITION (if applicable)

EMPLOYER
ADDRESS
POSITION
PERIOD OF NOTICE

4. EMPLOYMENT EQUITY INFORMATION (This information is required to enable the University to comply with the requirements of the Employment Equity Act, Act 55 of 1998)

Population group	African	White	Coloured	Indian
Gender	Female		Male	
Are you a South African citizen? If you are not a citizen by birth, please indicate the date you acquired your citizenship	Yes		No (please provide further details as to current status under Additional Information)	
Are you a person with a disability?	Yes (please provide further details under Additional Information)		No	

5. RELEVANT OCCUPATIONAL EXPERIENCE

EMPLOYER	POSITION	FROM		TO	
		YEAR	MONTH	YEAR	MONTH

6. LANGUAGE PROFICIENCY (please specify)

LANGUAGE	SPEAK	WRITE	READ

Are you prepared to participate in a competency test in respect of the languages indicated above? Yes No

7. POST SECONDARY EDUCATION UP TO HONORS DEGREE – PLEASE INCLUDE A FULL ACADEMIC RECORD (STATEMENT OF RESULTS, MARKS OBTAINED FOR THE JUNIOR DEGREE / NATIONAL DIPLOMA OR EQUIVALENT.

DEGREE/DIPLOMA/ CERTIFICATE	INSTITUTION	YEAR FIRST ENROLLED	YEAR COMPLETED	FULL-TIME OR PART-TIME	MAJOR SUBJECTS - specify distinctions / Cum laude (if applicable)

8. COMPLETED POSTGRADUATE STUDIES (MASTERS' / DOCTORAL)

DEGREE	INSTITUTION	YEAR FIRST ENROLLED	COMPLETION DATE	FULL-TIME OR PART-TIME	DISSERTATIONS/THESES TITLE(S)

9. CURRENT ENROLLMENT FOR POSTGRADUATE (HONOURS/MASTERS'/DOCTORAL) STUDIES

IF ENROLLED FOR ANY POSTGRADUATE (Masters' or Doctoral) STUDIES, INDICATE TITLES OF THESE DISSERTATIONS AND NAMES OF SUPERVISORS

DEGREE	PROJECT/DISERTATION/THESIS TITLE	LECTURER/SUPERVISOR/PROMOTER (Please state institutional affiliation)

10. STUDY GUIDANCE ACTING AS POST GRADUATE SUPERVISOR, PROMOTER OR SIMILAR CAPACITY

TITLES	NAME OF STUDENT	YEAR OF COMPLETION

11. PROFESSIONAL REGISTRATION

(i.e. SAMRA, Esomar, HPCSA, Public Accountants' and Auditors' Board, SA Council for Natural Scientists) C.A., Notary. C.I.S.)

CATEGORY OF REGISTRATION	REGISTERING BODY	DATE OF REGISTRATION

12. MEMBERSHIP OF ACADEMIC, PROFESSIONAL AND SCIENTIFIC ASSOCIATIONS/ORGANISATIONS

(Please provide details. State whether you hold or have held office in any of these organisations, e.g. president, secretary, treasurer)

13. RELEVANT PUBLICATIONS

Indicate (in the appropriate block) the number of each of the following categories of academic publications and presentations of which you are author or co-author.

A. BOOKS		B. PUBLICATIONS IN SCIENTIFIC JOURNALS		C. LOCAL CONFERENCE PRESENTATION	
D. INTERNATIONAL CONFERENCE PRESENTATIONS			E. OTHER PUBLICATIONS, REPORTS AND CONTRIBUTIONS		

Appropriate details of all publications and presentations, including names of all authors, should be given in an appendix under the above headings following the same order. You should indicate, by way of an asterisk, those (maximum 5) which you consider to be your most important contributions.

14. MAJOR RESEARCH PROJECTS

Indicate (in the appropriate block) **five major research projects** which you were involved in during the past three years. Also specify the client details, project value and your role (project lead, team member) in the project.

Research Project	Client	YEAR OF COMPLETION	Role	Project value (Rand)

15. RESEARCH NETWORKS AND ALLIANCES

This includes, inter alia, established research related networks with individuals or organizations and research committees or associations (national and internationally)

16. ADDITIONAL INFORMATION

Furnish any additional information which you regard as relevant in support of your application, e.g. experience, bursaries, awards, extraordinary achievements, special knowledge, abilities and skills (such as word processing).

16. REFERENCES (Contactable)

NAME	RELATIONSHIP TO APPLICANT	INSTITUTION/ ORGANISATION	TELEPHONE/FAX-E-MAIL

17. Applicants are required to indicate in the space provided immediately below to what extent their qualifications and experience meet the requirements of the post.

18. INSOLVENCY OR ADMINISTRATION

Are you involved in any outside business or activities, or do you have any interests which may conflict or are likely to conflict with the execution of any official duties, should you be the successful candidate for this post?	Yes	No
Have you ever been declared insolvent, or have you been or are you currently under administration?	Yes	No

19. CRIMINAL CASES/OFFENCES

Have you ever been found guilty of a criminal offence?	Yes	No
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If yes, specify the details on a separate memo

19.1 Have you ever had a sentence imposed? (mark with an x)

IMPRISONMENT Period:.....(eg 2 years)	SUSPENDED From (date) to (date)	ADMISSION OF GUILT Amount: R.....	OTHER
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Is there any criminal, civil or disciplinary action pending against you?	Yes	No
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If yes, specify the details (eg offence) on a separate memo

Have you ever been found guilty of misconduct at a previous employer?	Yes	No
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If yes, specify the details on a separate memo

20. CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013

20.1	I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform the Bureau of Market Research (Pty) Ltd of any changes in my personal information.
20.2	I undertake to comply with all the rules, regulations and decisions of the Bureau of Market Research (Pty) Ltd and any amendments thereto and I have taken note of advice, which may be applicable to employees in general.
20.3	I, as an employee of Bureau of Market Research (Pty) Ltd or an applicant for employment at the Bureau of Market Research (Pty) Ltd, hereby consent that the Bureau of Market Research (Pty) Ltd may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to, <ul style="list-style-type: none"> 20.3.1 internal administrative processes pertaining to my employment at the Bureau of Market Research (Pty) Ltd, 20.3.2 conducting criminal, credit and reference checks, and 20.3.3 institutional and scholarly research.
20.4	I also consent that the Bureau of Market Research (Pty) Ltd may share my personal information with the University of South Africa, the Department of Higher Education and Training, the South African Qualifications Authority, Qualification Verification Agencies, Internal and External Auditors, legislative requirements, e.g. the South African Receiver of Revenue, Department of Home Affairs, Department of Labour, Banks, service providers offering the Bureau of Market Research (Pty) Ltd employees various services as part of employment benefits such as relevant retirement fund and group life insurance, their appointed administrator(s), recognised medical aid schemes, the risk benefit insurers, external survey and benchmarking organisations, employee development service providers, legal entities which may lawfully require such information for legal obligations and/or investigations and third parties rendering communication facility on behalf of the Bureau of Market Research (Pty) Ltd.
20.5	I understand that in terms of the Protection of Personal Information (POPI) Act and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available.
20.6	I will not hold the Bureau of Market Research (Pty) Ltd responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
20.7	I confirm that I have read the notice and understand the contents.

21. DECLARATION BY APPLICANT

I DECLARE THAT THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE AND CORRECT	
NAME	
SIGNATURE	DATE