



REPUBLIC OF SOUTH AFRICA
DEPARTMENT OF HOME AFFAIRS

APPLICATION FOR A WORK PERMIT– CATEGORY: TEMPORARY EMPLOYMENT

IMPORTANT:

- (i) This form must be submitted together with the basic application form BI-159: A.
- (ii) All applicants are required to personally complete paragraphs 1, 2, 3 and 4 and their prospective employers paragraphs 5 to 9.
- (iii) The following documentation must be attached in the space allocated on form BI-159: A:
- a) A certified copy of the applicant's highest educational and any additional qualifications plus testimonials or certificates of employment from previous employers.
 - b) A letterhead from the prospective employer onto which press clippings of the advertisements relative to the specific position have been affixed.
 - c) The documentation as specified in item 6 of form BI-159: A relative to the applicant's maintenance in and possible repatriation from South Africa.

AS SUBMITTED BY:

Surname/Family name	Given names	Date of birth

1. Please provide details of **your workseeker's permit**, if applicable:

1.1 Issued at:	1.2 On:
1.3 Reference No.:	1.4 Valid until:
1.5 Proposed occupation:	
1.6 If you do not hold a workseeker's permit , reason:	

2. QUALIFICATIONS

2.1 School qualifications:	2.2 Total number of years	2.3 From	2.4 To	2.5 Name and location of school
Primary School				
Secondary/High School				
Professional School				
2.6 Highest examination passed				
2.7 Major subjects				
2.8 Higher qualifications or special training:				
2.9 Name and location of college, university or other educational institution attended				
2.10 Prescribed duration of course				

2.11	Period attended	2.12	From	2.13	To	2.14	Major subjects	
2.15	Degree, diploma or certificate obtained							
2.16	Trade qualifications:							
2.17	Prescribed duration of apprenticeship							
2.18	Period served			2.19	From	2.20	To	
2.21	Trade in which qualified				2.22	To which trade union do you belong?		
2.23	Details of any additional "in service" or practical training:							

3. EXPERIENCE

EMPLOYMENT RECORD (IN CHRONOLOGICAL ORDER, COVERING FULL PERIOD OF EMPLOYMENT INCLUDING PERIODS OF UNEMPLOYMENT):					
3.1 Period		3.2 Name and address of employer	3.3 Type of business	3.4 Position/ occupation	3.5 Monthly salary
From	To				
From	To				
From	To				
From	To				
From	To				
3.6 Details of any additional experience and/or special skills gained to assist you in your proposed field of employment:					

4. DECLARATION BY APPLICANT

I acknowledge that I understand the contents and implications of this application. I solemnly declare that the above particulars provided by me are true and correct and that the following is a bona fide offer of employment obtained in accordance with legitimate procedures.

.....
Signature of applicant

.....
Signature of witness

Signed at.....this.....day of.....19.....

TO BE COMPLETED BY PROSPECTIVE EMPLOYER**5. OFFER OF EMPLOYMENT****IMPORTANT:**

- a) Employers must note that the overriding consideration in dealing with applications for work permits is whether the employment or task to be performed cannot be undertaken by a South African citizen or an approved immigrant. Employers must therefore indicate below the steps taken by them to obtain the services of suitable candidates from the local labour market.
- b) The applicant is by law precluded from commencing employment, whether remunerated or otherwise, until he/she is in possession of a valid work permit for the specific purpose. Non-compliance can lead to heavy penalties being imposed on both the employer and employee.
- c) Separate sheets may be attached if the space provided is insufficient to include full information/replies.

6. BACKGROUND DETAILS OF PROSPECTIVE EMPLOYER AND POSITION OFFERED

6.1 Title of Company/Organization:						
6.2 Physical address:				6.3 Mailing address:		
6.4 Telephone number: (code) (number)				6.5 Facsimile number: (code) (number)		
6.6 Employer's business registration number:				6.7 Employer's tax reference number:		
6.8 If a subsidiary, principal company and location:						
6.9 Nature of business conducted:				Number of employees:		
Category	Key personnel	Management	Administrative	Artisans	Labourers	Other (specify)
6.10 SA citizens						
6.11 Approved immigrants						
6.12 Holders of temporary work permits						
6.13.1 The position offered has been vacant since:						
6.13.2 or, if a newly created position, details:						
6.14 Details of the recent dismissal of any employees in this specific category:						
6.15.1 Is the applicant related to you or anyone else in the business: No <input type="checkbox"/> Yes <input type="checkbox"/> 6.15.2 Details						
6.16 The position was brought to the attention of the applicant by the following means:						

7. RECRUITMENT AND INTERVIEWING OF SA CITIZENS/RESIDENTS TO FILL THE POSITION

7.1.1 The Department of Labour was approached: No <input type="checkbox"/> Yes <input type="checkbox"/>			7.1.2 Branch:			
7.2.1 Employment agencies were approached: No <input type="checkbox"/> Yes <input type="checkbox"/>			7.2.2 Agencies:			
7.3 Media advertisement inserted in: (name of publication)		from		to		
Note: The relevant press cuttings must be affixed to an original, official letterhead (which includes details of the directors/owner members of the business) and submitted with the application. Please also attach relevant copies of replies received from the Department of Labour and employment agencies.						

7.4 Full details of the outcome to the above and reasons why suitably qualified local candidates were not appointed:

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7.5 Does the applicant possess any special skills, not available locally, that have been tested by you and make him/her the most suitable candidate for this position:

7.5.1 No Yes

7.5.2 Details.....

7.6 Additional explicit motivation to support the selection of an alien incumbent.....

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8. DETAILS OF OFFER MADE TO APPLICANT:

8.1	Title of occupation to be followed:	
8.2	Salary offered: R _____ per month.	8.3 Additional benefits, if any:
8.4	Nature of offer: Permanent..... Temporary..... For a period of.....weeks/months.	
8.5	Summary of delegated duties.....	
8.6	Preferred date of commencement of employment: / /	

9. DECLARATION BY EMPLOYER

I, (full name)..... ID Number.....in my capacity as..... of the company/organization known as.....

hereby undertake full responsibility for the above-named applicant.....and solemnly declare that I am authorized to make this offer of employment on behalf of the aforesaid company/organization, that this offer is made in good faith and will be honoured and that the above particulars provided by me are true and correct.

.....
Signature of applicant

.....
Signature of witness

Signed at.....this.....day of.....19.....