

## INTERNSHIP PROGRAMME APPLICATION FORM

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### WHAT IS THE PURPOSE OF THIS FORM?

To assist Dube TradePort Corporation in selecting candidates for the Dube TradePort Corporation Internship Programme. This form will be used to identify candidates to be interviewed.

Since not all applicants can be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

### WHO SHOULD COMPLETE THIS FORM?

Only candidates wishing to apply for the Dube TradePort Corporation Internship Programme must complete this form.

### ADDITIONAL INFORMATION REQUIRED

- Certified copy of ID
- Certified copies of full official academic transcripts
- 2-Page CV

### NOTES:

This document is not in any way an agreement or commitment between DTPC and the applicant.

The selection of interns is totally dependent on results obtained and the outcome of the selection process.

**All applications need to be submitted to Dube TradePort Corporation by 30 September 2015.**

**Note: No late applications will be accepted**

**PART A: DUBE TRADEPORT CORPORATION INTERNSHIP PROGRAMME**

**YEAR: 2015**

**Please state your field of study:**

**State your field of interest**, e.g. Finance, HR, ICT, Infrastructure Development, Marketing, Agriculture, Administration, Property, Engineering, etc.:

## PART B: PERSONAL INFORMATION

Name:  Surname:

ID Number:  Date of birth:

Gender:  Male  Female

Race:  African  White  Coloured  Indian

Do you have a disability?  Yes  No

Are you a South African citizen?  Yes  No

If no, what is your nationality?

Have you ever been convicted of a criminal offence?  Yes  No

If your profession or occupation requires state or official registration, provide date and particulars of registration.

## PART C: CONTACT DETAILS

**Contact numbers:** Cell:  Home/Alternative:

**Postal Address:**

**Email Address:**

**Alternative Email:**

**PART D: EDUCATIONAL PARTICULARS (please complete in full)**

**SECONDARY EDUCATION: (please provide copy of certified matric results)**

Name of School	Highest Grade Obtained	Subject	Level

**TERTIARY EDUCATION: (Please complete for each qualification you obtained and attach academic transcripts.)**

Name of Institution	Degree/Diploma	Major Subjects	Year Obtained

**PART E: Other Information**

**MEMBERSHIP OF COMMUNITY OR PROFESSIONAL ORGANISATION**

Association/ Organisation	Office Held	Activities	Duration

**WORK EXPERIENCE/VOLUNTEER WORK – Previous work experience (Start with most recent)**

Company	Start Date	End Date	Position	Reason for Leaving

**COMPUTER LITERACY – Please indicate your current level of computer literacy**

LEVEL	INTRODUCTORY	INTERMEDIATE	ADVANCED
MS Word			
MS Excel			
MS PowerPoint			
Outlook			
Other (please specify)			

**REFERENCES – Please provide three references who can be contacted regarding your competencies and abilities**

Name	Relation	Contact Telephone Number

**PART F: MOTIVATION – Please write legibly**

**What kind of career are you looking for and what actions have you taken towards achieving this?**


**List the leadership positions you hold/ have held (eg. Projects you have worked on). What impact have you made in these?**


**What unique attributes do you have that sets you apart from others? Provide examples on how you display these attributes in your day- to- day life?**


Would you like this application to be shared with other companies or organizations that may provide internships or employment?  Yes  No

**PART G: DECLARATION**

- I understand that all the information provided in my application will be verified and I authorise Dube TradePort Corporation to contact any relevant person or institution for relevant references.
- I declare that the above information to my knowledge is true and correct and accept that if it were to be found that I withheld any information that would negatively affect a decision on my application, the application will be cancelled immediately.
- I authorise any school / university / employer to provide Dube TradePort Corporation with relevant information that may be useful in making a decision.

**SIGNATURE OF APPLICANT**

**Date:** \_\_\_\_\_

**SIGNATURE OF PARENT/ GUARDIAN - If still a minor**

**Date:** \_\_\_\_\_