

WORK OFFER MADE TO PROSPECTIVE IMMIGRANT

TO BE COMPLETED BY EMPLOYER

1. Particulars regarding the employer:

1.1 Name of firm/organisation/business.....
.....

1.2 Nature of business
.....

1.3 Business address
.....

Postal code.....

1.4 Postal address
.....

Postal code.....

1.5 Telephone number.....

1.6 When was the firm/organisation registered in South Africa
.....

1.7 Relationship of owner(s) to applicant

1.8 Employees presently engaged by employer:

1.8.1

Residential status of employees in RSA	Number
South African citizens	
(a) Permanent residents	
(b) Holder of temporary work permits	
Total	

2. Particulars regarding person to whom the work offer is made:

2.1 Surname

2.2 Forenames

2.3 Date of birth

2.4 Occupation to be followed (a brief description of the duties to be performed must be given)

.....
.....
.....

- 2.5 Will the work be of a permanent nature? (YES/NO)
- 2.6 If not, state the period for which employment is offered
- 2.7 Salary and fringe benefits
- 2.8 Have you interviewed the applicant? (YES/NO)
- 2.9 Please indicate whether he was recruited by you or was the offer of employment arranged through a third party?.....
- 2.10 Have you or anyone nominated by you tested the applicant to satisfy yourself that he is fully qualified and that he has the necessary experience for the position offered
- 2.11 Date of commencement of employment.....

3. Date on which post became vacant.....

4. Indicate in respect of the following, why the applicant is considered a suitable candidate for the position:

- 4.1 Qualification.....
- 4.2 Previous work experience.....
- 4.3 Other specific reasons

5. Will the applicant train other employees?:

YES NO

5.1 Give details

6. Steps taken by employer to fill post with SA citizens or permanent residents:

6.1 Post was advertised: YES NO

6.1.1 If yes, submit proof of advertisement(s).....

6.1.2 State reasons why applicant(s) who responded was/were not considered suitable.....

6.2 The Department of Manpower was approached: YES NO

6.2.1 If no, give reasons.....

6.2.2 If yes, attach proof:

6.3 Private employment offices were approached: YES NO

6.3.1 If no, give reasons.....

6.3.2 If yes, attach proof:

7. State reasons why the post cannot be filled by promoting existing personnel.....

8. Supply details of training programme.....

9. Additional motivation.....

Place.....

.....
Signature and designation of person making the offer

.....
Date

.....
ID No. of person making the offer

Office stamp