

# TRUWORTHS

## LEARNERSHIP ENTRANCE ASSESSMENT FORM

### Instructions:

Thank you for your interest in applying for the Truworths Learnership Programme. By completing this form, you will assist us in giving your application our full consideration. It will be handled in the strictest confidence. Please note the following:

- All forms must be **completed in FULL**.
- Forms must be completed in **BLACK** ink and printed in **BLOCK LETTERS**.
- Please submit your application form **before the closing date**. Late applications and incomplete forms may not be considered.

### PART 1

Checklist for Submission of Documentation	
Your application must be accompanied by the following documentation and be emailed to <a href="mailto:learnerships2021@truworths.co.za">learnerships2021@truworths.co.za</a> . <b>Applications with incomplete supporting documentation will not be considered.</b> Please tick each document included in your application:	
Documents to be submitted:	Check:
• Learnership Entrance Assessment Form	
• Certified copy of Grade 12 Results (If applicable)	
• Certified copy of South African Identification Document	

### PART 2

A	PERSONAL DETAILS (Mandatory)		Internal Applicant	External Applicant
	Title:		Surname:	
First Name:				
Preferred Name:				
South African I.D. No.:		Nationality:		
Residential Address:				
Postal Address:				
South African Province:				
Email Address:				
Telephone Numbers:	Home:	Work:	Cell Phone:	
Next of Kin:	Name:	Relationship:	Contact Number:	
List two/three closest Truworths or Identity stores:				



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Please complete the subject details below

Subject	HG / SG	Symbol/ Percentage	Subject	HG / SG	Symbol/ Percentage

### POST MATRIC STUDIES

Name of Institution	Qualification (Degree/Diploma/Certification/ Year of Study)	From/To Year	Subjects

### C WORK EXPERIENCE (Please start with the most recent)

Date	Name of Organisation	Job Title	Key Responsibilities

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### LEARNERSHIP EXPERIENCE

Have you been on a SETA registered Learnership in the past?

Yes  No

If yes, please specify:

### D CONTACTABLE REFERENCES (Mandatory for External Candidates)

Name	Position	Relationship	Telephone No.	Email Address

### E FACTORS AFFECTING THE ROLE (MANDATORY)

Are you aware of any factors which may preclude you from performing your job function at Truworths?

Yes  No

If yes, please specify.

### F CRIMINAL RECORDS

Do you have a criminal record / have you previously been investigated by your employer relating to a dishonesty transgression or any other transgression related to your application?

Yes  No

If so, please specify.

I certify that all the information is correct and understand that any deliberate misrepresentation may render invalid any contract of service offered or result in summary dismissal.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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## LEARNERSHIP ENTRANCE ASSESSMENT FORM

### PART 3

1. In no more than fifty words, explain your reasons for wanting to enter this Learnership Programme:

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2. Give two reasons why you want to work for Truworths:

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3. List three of your strengths:

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

4. List three things you would like to learn while on this Programme:

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

#### For Office Use Only

Part Two

Literacy	Attention To Detail	Comprehension

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### PART 4: AUTHORITY AND INDEMNITY (PLEASE READ THIS SECTION VERY CAREFULLY)

**PLEASE NOTE: You will be required to tick the various boxes below to confirm that you agree to certain actions that Truworths needs to take in order to consider and process your application.**

You agree that Truworths Limited and/or its authorised agent/s (“Truworths”) may provide your personal information to third parties in order to conduct the following verification procedures in respect of your application for employment:

1. Truworths may contact your references listed hereinabove, to verify the information provided by you and to direct questions to the person/s concerned in order to obtain information about you, your past performance and your suitability for the role for which you have applied/any other role for which you are being considered;
2. Truworths may provide your personal information to the South African Police Service in order to ascertain whether you have a criminal record;
3. Due to the nature of the position that you have applied for and in line with the National Credit Act Regulations, Truworths may do a credit check with any registered credit bureau in order to investigate your credit history and credit worthiness;
4. Truworths may take whatever action required to verify your qualifications.
5. Truworths may seek to verify any other content/aspects of your CV and/or any other information provided by you to Truworths for purposes of this application.

Truworths will conduct all verification procedures in accordance with and to the extent permitted by law.

You agree to indemnify all persons or entities requesting or supplying such information from any damage or liability caused as a result of the verification procedures.

You agree and irrevocably authorise Truworths to carry out the verification procedures set out above, in the manner and at the time that Truworths may deem necessary and/or appropriate.

You agree and authorise the South African Police Service to furnish Truworths with your personal information regarding your criminal background, criminal history, previous convictions and/or any other relevant information, including such information as is usually furnished by the Criminal Record Centre of the South African Police Service.

You agree to unconditionally indemnify and hold Truworths and the South African Police Service/the Minister of Police any third party harmless against all/any loss/damage that you may suffer arising out of/pursuant to Truworths carrying out the verification procedures set out hereinabove (or otherwise) and the disclosure of your personal information by the South African Police. You warrant that all the information that you provided to Truworths is correct and you understand that any incorrect information provided may result in any employment contract entered into being invalid or if employed, result in dismissal. Furthermore, you understand that attempting to gain employment by deception is a criminal offence.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

# TRUWORTHS

## LEARNERSHIP ENTRANCE ASSESSMENT FORM

### STORE MANAGER REFERENCE SHEET

#### Compulsory to complete for Truworths Employees

Please answer all questions

Name of Candidate: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Branch Number: \_\_\_\_\_ Division: \_\_\_\_\_

Date of last PD: \_\_\_\_\_ Last PD Rating: \_\_\_\_\_

I recommend the person for the Learnership Programme: Yes  No

Please give reasons for your recommendation:

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Any current disciplinary record: Yes  No

If yes, please specify:

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Over the last three months, on average, how many hours did the candidate work per month?

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Store Manager's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Store Manager's Signature: \_\_\_\_\_

Please **PRINT** the name of your Area and Regional Manager:

Area Manager: \_\_\_\_\_ Regional Manager: \_\_\_\_\_