



APPOINTMENT FORM FOR TEMPORARY AND FIXED TERM APPOINTMENTS

- This application is valid only for the period applied for and must be signed by the responsible signatories.
- Please complete all information in full or the appointment cannot be finalised.
- Demographical information is for statistical reporting only.
- All information submitted is treated confidentially.
- Online appointments must be submitted before payroll closure date.
- Refer to the [Policy on temporary and Fixed term Appointments](#)

NEW EMPLOYEE	Yes		No		EMPLOYEE NUMBER						
EMPLOYED AT THE UJ	Yes		No		If "Yes", please indicate Faculty or Division						
APPOINTED AS											
PERSONAL PARTICULARS OF EMPLOYEE											
SURNAME	Kalombo									TITLE MR	
FIRST NAMES	Ado Kahila										
IDENTITY/PASSPORT NUMBER	P	T	A	O	G	0	30	311	108		
DATE OF BIRTH					WORK VISA NUMBER						
GENDER	Male	X	Female		MARITAL STATUS		Single	X	Married		
ARE YOU A SOUTH AFRICAN CITIZEN?	Yes		No	X	If "No," specify the NATIONALITY					Congolese	
INCOME TAX NUMBER											
CONFIRM CARE OF INTERMEDIARY	YES (E.g., Mother, Father, grandparent etc.)								NO e.g., If no, indicate none X		
HOME ADDRESS	46 lily ave Berea mews unit 6					POSTAL ADDRESS (If different to the Home Address)			2198		
TELEPHONE NUMBERS, (Including code)	HOME						CELL/MOBILE PHONE			0671415939	
EMAIL ADDRESS	kalombokahila@gmail.com					ALTERNATE EMAIL ADDRESS			adonis7121@gmail.com		
DISABILITY ¹	Yes		No	X	IF "YES", STATE NATURE						
<p>The University recognises that People with Disabilities are people with abilities capable of and eligible for a wide range of positions and occupations just as the</p> <p>Disclosed information will be treated as private and confidential. It will be used, if deemed necessary, to assess the ability to perform, to reasonably accommodate working conditions/environment to ensure efficient functioning, as well as for legal compliance purposes.</p>											
RACE ²	African	X	Coloured		Indian		White				
QUALIFICATION (ONLY PROVIDE HIGHEST QUALIFICATION)											
NAME OF INSTITUTION	University of Johannesburg							QUALIFICATION			
AWARDED DATE	In progress				STATUS	PASSED				COMPLETED	
BANKING DETAILS											

¹ Disability is defined in the Employment Equity Act as long term or recurring physical or mental impairment which substantially limits the prospects of an individual of entering into, or advancement in, employment.

² For the purposes of conducting an analysis on the workforce profile, and to ascertain which of the existing contractors are from designated groups in terms of the Employment Equity Act.

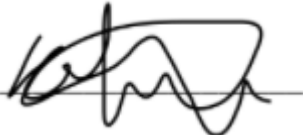
STATUS	CHANGED	NO		YES		IF YES, PLEASE COMPLETE THE BELOW	
ACCOUNT HOLDER'S NAME	Adonis Kahila Kalombo						
BANK NAME	NedBank						
BRANCH NAME	Wits University Braam				BRANCH CODE (South African banks use universal codes) 195105		1
ACCOUNT NUMBER	1183023405						
TYPE OF ACCOUNT	SAVINGS		CHEQUE		CURRENT		OWN
IBAN NO (International)					SWIFT CODE (International)		
BANK PHYSICAL ADDRESS (Compulsory for foreign banking details)							
TEMPORARY APPOINTMENT DETAILS (Section to be completed)							
EMPLOYMENT GROUP	ACADEMIC					SUPPORT	
APPOINTED AS (Please specify)							
APPOINTMENT CATEGORY (Refer to Tariff List) e.g., P11, P13							
DURATION OF APPOINTMENT	START DATE		(DD-MM-YYYY)			END DATE	
REASON FOR TEMPORARY EMPLOYMENT							
	Temporary replacement of permanent employee on leave or secondment						
	Temporary stand-in for vacant permanent position, to be filled						
	Temporary increase in volume of work, less than 12 months						
	Seasonal increase in volume of work, less than 12 months e.g. peak periods, graduation, admissions						
	Student or recent graduate on academic apprenticeship/internship/learnership						
	Position funded by external (non UJ) funds for limited time						
	Post-retirement appointment (person beyond retirement age)						
	Duration of work-permit for a non-citizen employee						
	Services will not exceed 3 months						
	Specific project for limited time and clear deliverable						
	Other (Please specify)						
MOTIVATION (for vacancies from the UJ central budget, clarify the reason if post is vacant for more than 3-months)							
UNITS	PER MONTH					PER HOUR	
OTHER: PLEASE SPECIFY IF REMUNERATION IS MADE FROM ANY OTHER DEPARTMENT OR DIVISION (Refer to Tariff List e.g., per page, per session)							
REMUNERATION	ZAR		NUMBER OF HOURS (Please indicate the actual hours of worked for the full duration of the contract)				
COST CENTRE							

TOTAL BUDGET FOR THIS APPOINTMENT	
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<p>INDICATE ANY CURRENT AND/OR POTENTIAL CONFLICT(S) OF INTEREST</p>

The parties below acknowledge and confirm that the information above is correct; sufficient budget has been provided for and the reason for justifiable.

By signing this form, the employee accepts the appointment on the terms and conditions as set out herein, as well as all other terms and conditions. The employee accepts the reason set out hereinabove, and its validity, for the fixed duration of this appointment. The employee accepts renewals. If at any time a conflict of interest arises, the employee is requested to immediately declare this as per the policy of the University and acknowledge and agree that the contract of employment shall be of full force and effect only upon the signature of all the listed signatories.

EMPLOYEE		
Ado Kahila Kalombo		21 August 2021
Full name and Surname [Please print]	Signature	Date

PRIMARY LINE MANAGER (Final approver can be the Line Manager, Head of Department, Vice-Dean, Executive Dean, Executive Director or Senior Director)		
Full name and Surname [Please print]	Signature	Date

IF A SECONDARY LINE MANAGER APPOINTS A MEMBER OF STAFF IT IS REQUIRED FOR THE PRIMARY LINE MANAGER TO SIGN ACCEPTANCE THEREOF BEFORE THE APPOINTMENT WILL BE PROCESSED

SECONDARY LINE MANAGER (Final approver can be the Line Manager, Head of Department, Vice-Dean, Executive Dean, Executive Director or Senior Director)		
Full name and Surname [Please print]	Signature	Date

<p>Disclosure of current and/or potential conflict(s) of interest on any of the signatories – please describe fully:</p>
