

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 930419 0479 086



S.A.CITIZEN

SURNAME
PHULUWA

FORENAMES
ZWONAKA CHRISTINAH

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1993-04-19



DATE ISSUED
2011-02-15

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

SUID-AFRIKAANSE POLISIEDIENS
CLIENT SERVICE CENTRE
2024-04-05
PRIVAATSAK/PRIVATE BAG X537
SILVERTON 0127
SOUTH AFRICAN POLICE SERVICE

EK CERTIFISEER DAT DIE OORSPRONKELIKE DOKUMENT IN WARE AFDONK (AFSKRIEF) IS VAN DIE OORSPRONKELIKE DOKUMENT. EK CERTIFISEER VERDER DAT VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGE- BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

D.C. Clarke
HANDTEKENING/SIGNATURE

MAGSNOMMER
FORCE NUMBER

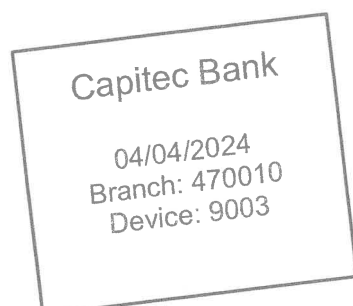
31410302 RANG RANK CPW

NAAM IN DRUKSKRIF
NAME IN PRINT

D.C. Clarke

One of the Global One money management products or services

Proof of Account Details



To Whom it May Concern,

We hereby confirm that Miss Zwonaka Phuluwa has the following account(s) at Capitec Bank Limited on 04/04/2024

Client Details

Name: Zwonaka ZC Phuluwa
ID/Passport Number: 9304190479086
Residential Address: 305 STATION PLACE, 190 SCHEIDING STREET, PRETORIA, PRETORIA, 0002
Postal Address:

Account Details

Account Status: Active
Account Type: Savings
Account Number: 1328093695
Branch Code: 470010
Date Opened: 23/09/2012

The account details provided herein should not be read as extending by implication to any other matters not specifically addressed. The account details are given as at the above date and no obligation is hereby assumed to update the account details on any future date.

Capitec Bank Limited shall have no liability whether in contract, delict (including without limitation negligence) or otherwise to the above accountholder or any third party in relation to the account details contained herein.

24hr Client Care Centre 0860 10 20 43 E ClientCare@capitecbank.co.za capitecbank.co.za

Capitec Bank is an authorised financial services (FSP46669) and registered credit provider (NCRCP13). Capitec Bank Limited Reg. No.: 1980/003695/06

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Unique Document No.: 033058f7-b9f6-46da-b61b-f53af0aa2eaa / 406 / V4.0 - 14/04/2018 (ddmmccyy)

ZC PHULUWA
190 SCHEDING STREET
PRETORIA
PRETORIA
0100

INCOME TAX

ITSA

Statement of Account: Assessed Tax

Enquiries should be addressed to SARS:

Contact Centre

ALBERTON

1528

Tel: 0800007277

Website: www.sars.gov.za

Details

Reference number: **0366689255**

Date: **2024-04-04**

Statement period: **2023-10-04** to **2024-04-04**

Always quote this reference
number when contacting SARS

Account summary information

Balance: 0.00

Transaction details

Date	Transaction reference	Transaction description	Transaction value	Transaction allocation information			Account balance
				Tax	Penalty	Interest	
2024-04-04		Closing balance		0.00	0.00	0.00	0.00


Ageing - Transactions are aged according to the original due date, including all related interest and penalties.

Current	30 Days	60 Days	90 Days	120 Days	Total
0.00	0.00	0.00	0.00	0.00	0.00

Compliance information

Unprocessed payments	0.00	Registered provisional taxpayer	No
Selected for audit or verification	No		
Outstanding returns			

Please note that the interest as reflected in your account has been adjusted to reflect the rate of interest referred to in the General Information.

		INCOME TAX		ITSA
		Payment Advice		
Name	ZC PHULUWA			
Reference Number	0366689255			
Note: Please note that SARS no longer accepts cheques. Payments are to be made electronically or at approved financial institutions.		Name of banking institution	ABSA,FNB,NEDBANK,STANDARD BANK	
		Bank account name	SARS-ITA	
		Payment reference number	0366689255T00000000	
		Amount payable	0.00	

Siyafunda Tours T/A Youth@work
Payroll Take-On / Maintenance Form

Personal Details	
Surname:	PHULUWA
First Names:	ZWONAKA CHRISTINAH
Gender:	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>
Race:	African <input checked="" type="checkbox"/> Coloured <input type="checkbox"/> Indian <input type="checkbox"/> White <input type="checkbox"/>
Marital Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Identity Number:	930419 0479 086
Tax Number:	0366689255
Cell phone	0670300468
Email Address (Compulsory)	zonakapchristinah@gmail.com
Emergency Contact Person (Compulsory)	
Surname:	1. PHULUWA 2. NEMBILWI
Name(s):	AZWIANZELI LUFUNO
Relationship:	SISTER MOTHER
Contact Number:	072 5470 789 072 4367 420

Home Address Details		
	Residential Address	Postal Address (Tick if same) <input checked="" type="checkbox"/>
Address Line 1	1016110 SOUTH, 535 THABO	
Address Line 2	SEHUME, PRETORIA	
Province	GAUTENG	
Postal Code	0002	

Bank Account Information	
Name of Bank:	CAPITEC BANK
Type of Account	<input checked="" type="checkbox"/> Savings <input type="checkbox"/> Cheque/Current <input type="checkbox"/> Other
Account Number:	132 809 3 695
Branch Code:	470010
Branch Name:	STATION SQUARE PRETORIA
Name of Account Holder:	PHULUWA ZC ZWONAKA

Host site Details (Workplace)	
Name of Company/School placed at:	SMG HOLDINGS
Address of Company/School:	Office NO 410, Esseton Towers, 202 Robert Sebulwe Street, Sunnyside, Pretoria 0002
Name & Surname of Supervisor	MALWANDLA KHOZA
Email Address of Supervisor	malwardla14@gmail.com
Cellphone Number of Supervisor	019 473 7846

Educational Information				
Qualification Status:	<input checked="" type="radio"/> Current			
Name of School:	UNIVERSITY OF SOUTH AFRICA			
Name of Qualification:	DIPLOMA IN SMALL BUSINESS MANAGEMENT			
Date:	From	01/01/2024	To	01/12/2026
Major Subjects:	Business Management, marketing, Economics financial accounting, commercial law entrepreneurship, retailing			

Educational Information	
Qualification Status:	<input checked="" type="radio"/> Completed
Name of School:	TSHWANE SOUTH COLLEGE
Name of Qualification:	MECHANICAL ENGINEERING
Date of Completion:	DD/MM/CCYY N/A
Major Subjects:	Administrative management, mechanotechnology, Mathematics, Drawing, Science

EMPLOYMENT CONTRACT

This Employment Contract is divided into two parts – Part A and Part B. Both parts are binding on the Employer and the Employee.

PART A

EMPLOYER'S DETAILS

Name	Siyafunda Tours NPC trading as Youth@work
Registration No. (if applicable)	2005/012933/08
Physical address	410 Jan Smuts Avenue, Craighall, Burnside Island Office Park, Building 15, Randburg, 2196
Postal Address	410 Jan Smuts Avenue, Craighall, Burnside Island Office Park, Building 15, Randburg, 2196
Telephone No.	072 333 2738
Cell No.	072 333 2738/082 616 5478
e-mail address	yanga@sayouthatwork.com
Contact person	Yanga Nqenqa

WORK STARTER'S / EMPLOYEE'S DETAILS

Name	PHULUNYA CHRISTINAH ZWONAKA
ID No.	930419 0479 086
Physical address	10LEWIS SOUTH, 535 THABO SEHUME STR, PRETORIA CENTRAL, PRETORIA 0002
Cell No	0670 300 468
e-mail address	zonaka pchristinah@gmail.com

 1 ZC

OCCUPATION AND BRIEF DESCRIPTIONJob Title: ADMINISTRATOR

Brief Job Description

To be provided at the work site

PLACE OF WORKMain Place of Work (Name of the Host Site and Physical Address; OFFICE NO 410
ESSELEN TOWERS, 202 ROBERT SOBUKWE STREET,
SUNNYSIDE, PRETORIA 0002**FIXED-TERM CONTRACT**Date of Commencement 15 APRIL 2024Date of Expiry 15 APRIL 2025**REMUNERATION**

Amount

R4782

Frequency of Payment

Monthly**ORDINARY HOURS OF WORK****Hours** [Insert details: e.g.
from 08h00 to 17h00] **Meal**
interval: One hour / Half an
hour40-45 hours 7:30 to16:30 One Hour**Days** [Insert details: e.g.
Mondays to Fridays]Monday to FridayAP.

EMPLOYMENT PARTICULARS

Employment Particulars: **See PART B**

AFFIRMATIONS

3. The person signing this Employment Contract on behalf of the Employer affirms that s/he is authorised to do so.
4. The Employer and the Employee affirm that they have read and understood the contents of this employment contract, which includes both Part A and Part B, and that they enter into it freely and voluntarily.
5. The Employee affirms that insofar as s/he did not understand any part of the employment contract, s/he has had the contents of the Employment Contract fully explained to her/him.
6. The Employee affirms that s/he is lawfully entitled to work for the Employer in South Africa and that s/he has disclosed everything which would or may have been material to the Employer's decision to employ the Employee.

SIGNATURES

Employer's Signature



Designation: Director

Date: 13 April 2024

Employee's Signature



Date: 14 April 2024



PART B – EMPLOYMENT PARTICULARS

1. THE EMPLOYER

The Employer and the Employer's details are set out in **Part A**.

2. THE EMPLOYEE

Details of the Work Starter, referred to as "the Employee", are set out in **Part A**.

3. OCCUPATION AND JOB DESCRIPTION

- 3.1. The Employee's occupation and brief job description are set out in **Part A**.
- 3.2. The Employer may supplement the brief job description and may reasonably vary it, after consultation with the Employee.
- 3.3. The Employee shall comply with all lawful and reasonable directions and instructions given to her/him from time to time by the Employer and with any relevant legislation, regulations and statutory or other guidelines, in force from time to time.
- 3.4. The Employee shall maintain the highest standards of conduct, honesty and integrity in carrying out her/his responsibilities.

4. PLACE OR PLACES OF WORK

- 4.1. The Employee's place or places of work is/are set out in **Part A**.
- 4.2. The Employee may be required to work at other places, as the business of the Employer reasonably requires.
- 4.3. The Employee must pay transport costs to and from the Employer's place of work.

5. FIXED-TERM CONTRACT

- 5.1. The employment contract will commence and expire on the dates set out in **Part A** and will automatically lapse on the expiration date and the Employer will not be required to either notify or advise the Employee of the expiry of the employment contract.
- 5.2. The reasons for limiting the duration of this employment contract are justifiable. These reasons include, but are not limited to the following—
 - 5.2.1. the purpose of the contract is to give the Employee training and work experience, which will promote the Employee's ability to enter the job market;
 - 5.2.2. the job is funded externally for the period referred to in Part A.
- 5.3. The Employee accordingly acknowledges that:
 - 5.3.1. this employment contract is of limited duration; and
 - 5.3.2. the Employee has no expectation that this contract will either be renewed or that the Employee will be offered permanent employment upon the expiration of this employment contract.

6. REMUNERATION

- 6.1. The Employee's remuneration and the frequency of payment are set out in **Part A**.
- 6.2. Unless otherwise agreed, the Employee will receive no other cash or payment in kind.
- 6.3. The Employee's remuneration will be paid on a date and in a manner determined by the Employer.



7. DEDUCTIONS

- 7.1. Deductions required by law will be made from the Employee's remuneration.
- 7.2. The Employer will not deduct from the Employee's monthly salary any other deductions for which the Employee has given prior written consent.

8. ORDINARY HOURS OF WORK AND DAYS OF WORK

- 8.1. The Employee's ordinary hours and days of work are set out in **Part A**.
- 8.2. The Employer may change the Employee's ordinary hours of work depending on the operational needs of the Employer. The Employer may require the Employee to work part of the Employee's ordinary hours of work on weekends and public holidays.
- 8.3. All hours worked in excess of the Employee's normal hours of work will be regarded as overtime hours. Therefore, if the Employee is contracted to work 45 hours per week normal time, then any hours in excess of that is overtime worked.
- 8.4. The Employee agrees to work such overtime as is necessary for the proper discharge of the Employee's duties. The Employer will remunerate the Employee for any overtime worked.
- 8.5. Where an employee is required to work overtime, they are entitled to be paid for these additional hours at 1½ times their normal hourly rate.
- 8.6. If a Sunday shift is regarded as a "normal" working day in terms of the Employee's shift roster, then the Employee must be paid at a rate of 1½ times that of his/her normal working hours rate.
- 8.7. If the Sunday is not a normal working day, then overtime worked on a Sunday will be calculated using the 'double-time' rate (2 times) of the Employee's normal working hours rate.
- 8.8. The parties acknowledge that the provisions of the Basic Conditions of Employment Act, 75 of 1997 (as amended) apply in relation to the Employee's hours of work.

9. MEAL INTERVALS

- 9.1. The Employee who works continuously for more than five hours is entitled to a meal interval of at least one continuous hour.
- 9.2. The Employer and Employee may agree in writing to reduce the meal interval to not less than 30 minutes or dispense with a meal interval if the Employee works fewer than six hours in a day.
- 9.3. During a meal interval, the Employer may require the Employee to perform duties that cannot be left unattended and cannot be performed by another employee. In these circumstances the Employer must pay the Employee for a meal interval in which the Employee was required to work or was required to be available for work.

10. ANNUAL LEAVE

- 10.1. The "leave cycle" means the period of 12 months immediately following the start of the Employee's employment contract or expiry of the previous leave cycle.
- 10.2. The Employee is entitled to 15 working days' annual leave on full remuneration every leave cycle.
- 10.3. The Employee will take annual leave at a time that is convenient to the Employer and for a period that has been agreed to between the parties.

- 10.4. The Employee is entitled to take whatever amount of leave days that the Employee has accumulated during an annual leave cycle on consecutive days and the Employer may not unreasonably refuse him/her permission to take those leave days consecutively.
- 10.5. The Employee may not be paid in respect of untaken annual leave, except on expiry or termination of employment.
- 10.6. The Employee may not take annual leave during the employee's notice period in the event of a termination of employment.

11. SICK LEAVE

- 11.1. The Employee is entitled to 10 days paid sick leave or 1 days paid sick leave for every 26 days worked.
- 11.2. The employee must notify the Employer prior to the commencement of the Employee's shift or no later than 7h00 if the employee works normal office working hours, if the Employee needs to take sick leave and he/she must inform the Employer of the date and time when the Employee expects to be able to return to work.
- 11.3. The Employee must provide the Employer with a medical certificate if:
 - 11.3.1. the period of leave is in excess of 2 consecutive working days or falls on a working day immediately before or after a Saturday, Sunday or public holiday; or
 - 11.3.2. the Employee is absent from work on more than two occasions during any two month period.
- 11.4. The Employer may refuse to pay the Employee for sick leave taken if the Employee fails to provide a medical certificate immediately upon request.
- 11.5. The medical's certificate should state:
 - 11.5.1. the nature of the sickness and/or injury;
 - 11.5.2. the date upon which the Employee became unfit for work;
 - 11.5.3. the date upon which the Employee is expected to resume duty; and
 - 11.5.4. the name and qualification of the medical practitioner who diagnosed the Employee.
- 11.6. The Employer is not required to pay the Employee for accrued sick leave days.

12. MATERNITY LEAVE

- 12.1. If applicable, the Employee is entitled to at least four consecutive months' unpaid maternity leave.
- 12.2. The Employee may commence maternity leave—
 - 12.2.1. at any time from four weeks before the expected date of birth, unless otherwise agreed; or
 - 12.2.2. on a date from which a medical practitioner or a midwife certifies that it is necessary for the Employee's health or that of her unborn child.
- 12.3. The Employee may not work for six weeks after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.
- 12.4. An Employee who has a miscarriage during the third trimester of pregnancy or bears a still-born child is entitled to maternity leave for six weeks after the miscarriage or still-birth, whether or not the Employee had commenced maternity leave at the time of the miscarriage or still-birth.



- 12.5. At least four weeks before the Employee intends to commence maternity leave, or if it is not reasonably practicable to do so, then as soon as it is reasonably practicable, the Employee must notify the Employer in writing of the date on which the Employee intends to commence maternity leave and return to work after maternity leave.
- 12.6. The Employee may claim for payment while on maternity leave in terms of the Unemployment Insurance Act, 63 of 2001.

13. FAMILY RESPONSIBILITY LEAVE

- 13.1. The Employee will only be entitled to family responsibility leave after 4 months of employment.
- 13.2. The Employee is entitled to 3 days paid family responsibility leave which may be taken by the Employee on dates agreed to by the Employer in the following circumstances:
- 13.2.1. when the Employee's child is born, or is sick; or
- 13.2.2. in the event of the death of—
- the Employee's spouse or life partner; or
 - the Employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.
- 13.3. Family responsibility leave cannot be accrued by the Employee.

14. UNPAID LEAVE

The Employer may, in its sole discretion, grant the Employee unpaid leave.

15. UNAUTHORISED ABSENCE FROM WORK

- 15.1. The Employee will not be paid for any period of unauthorised absence from work.
- 15.2. Unauthorised absence from work is any period —
- 15.2.1. that is unauthorised in terms of the employment contract; or
- 15.2.2. of annual, sick, family responsibility or maternity leave in which the Employee has not materially complied with the relevant requirements in the employment contract.
- 15.3. If the Employee is absent from work without authorisation and/or justification, such conduct shall constitute gross misconduct, which may justify the termination of the Employee's employment.
- 15.4. During the period of unauthorised absenteeism the Employer must take reasonable steps to contact the Employee and ascertain why the Employee is not at work.
- 15.5. Upon the Employee's return to work, the Employee must provide satisfactory reasons for the absence and for not notifying the Employer before or during the period of absenteeism and appropriate disciplinary steps may be taken against the Employee in such circumstances.

16. ELECTRONIC COMMUNICATIONS AND USAGE

- 16.1. The Employee agrees that the Employer owns any electronic communication devices and resources such as computers, notepads and cellular phones and the Employee may use the Employer's electronic communication devices and resources for business purposes only.
- 16.2. The Employee will be provided with a cellular telephone during his/her period of employment and the Employee must use the cellular telephone:



- 16.2.1. in the performance of his/her functions;
- 16.2.2. to access the YES Youth application, complete the associated work readiness modules and surveys and submit the completed information and surveys to YES.
- 16.3. The cellular telephone shall remain the property of the Employer for the duration of the Employee's employment. The Employee may be allowed to retain the cellular telephone after successful completion of the Employment Contract.
- 16.4. In the event that the Employee's employment is terminated prior to the completion of the Employment Contract, the Employee must immediately return to the Employer the cellular telephone that he/she was provided with at commencement of employment.
- 16.5. Should the Employee fail to return the cellular telephone to the Employer, the Employer shall initiate legal proceedings against the Employee for the recovery of the cellular telephone.
- 16.6. The Employee may not access or send material that constitutes hate speech, pornography, sexual harassment or discrimination based upon a prohibited ground.
- 16.7. The Employee understands and accepts that the Employer may, at its discretion and in compliance with the RICA Communications Act, 70 of 2002, monitor the Employee's use of electronic communication devices and resources and intercept, acquire, read, view, inspect, record and/or review any and all communications and/or documents created, stored, transmitted, spoken, sent, received or communicated by the Employee on, over or in the electronic communication devices and resources. The Employee hereby consents to the Employer doing so.
- 16.8. During the period of the employment contract, telecommunications resources and device/s used by the Employee, must be linked to the Employer's servers and systems and the Employee undertakes to do all things necessary in order to ensure that the device/s remains linked to the Employer's servers and systems. The Employee understands and accepts that the Employer may, in appropriate circumstances, revoke access to and/or links to the Employer's systems with or without prior notice to her/him.
- 16.9. The Employee acknowledges and agrees that s/he may be required to use her/his personal telecommunication devices in the performance of her/his functions. The Employer will reimburse the Employee for all necessary expenditures incurred by the Employee in direct consequence of the discharge of his or her duties, where the Employer directed and required the Employee to make use of his/her personal telecommunication devices for business purposes, including but not limited to business calls and the use of the Employee's data or Internet service.

17. OUTSIDE WORK

- 18. The Employee may perform work for compensation for another person or organisation outside working hours, provided that the Employee informs the Employer of this prior to commencing outside work.

19. IMPROPER BENEFIT OR GAIN

- 19.1. The Employee may not use the position or privileges associated with the Employee's employment for improper benefit or gain or the improper benefit or gain of another person.
- 19.2. Conduct in breach of this requirement constitutes gross misconduct, which will entitle the Employer to take appropriate disciplinary action against the Employee, including dismissal.

20. DISCLOSURE OF INTERESTS

The Employee must disclose to the Employer any interest that the Employee or one of the Employee's family members have, or might have, in any other business or undertaking that is or could be related to the Employer's business.



21. NON-SOLICITATION OF THE EMPLOYER'S STAFF

During the Employee's employment and for a period of 12 months after the expiry or termination of employment, the Employee may not persuade, entice or encourage any of the Employer's employees to become employed by or interested in any other business or concern.

22. CONFIDENTIALITY

- 22.1. The Employee may have access to confidential information because of the association with the Employer.
- 22.2. To protect the proprietary interests of the Employer, the Employee may not, either during or after the expiry or termination of the contract of employment, for the Employee's own benefit or the benefit of any other person, make use of, disclose or communicate to any person (except employees or officials of the Employer who are required to know the information), any of the Employer's confidential information.
- 22.3. A breach of confidentiality is serious and could lead to the Employee's summary dismissal.

23. TERMINATION DURING THE PERIOD OF THE EMPLOYMENT CONTRACT

- 23.1. Subject to what is stated below, the Employer or the Employee may terminate the contract during its period of operation after giving the required notice.
- 23.2. Notice of termination may not be less than—
 - 23.2.1. one week, if the employee has been employed for six months or less;
 - 23.2.2. two weeks, if the employee has been employed for more than six months but not more than one year; or,
 - 23.2.3. four weeks, if the employee has been employed for one year or more.
- 23.3. The Employer may terminate the Employment Contract prior to the expiry date for the misconduct or incapacity (ill health, injury or poor performance) of the Employee or the Employer's operational requirements, or any other reason recognised in law. The parties specifically agree that the termination of external funding for the employee's position constitutes a justifiable operational requirement for which the Employer may commence the consultation processes set out in section 189 of the LRA.
- 23.4. Should the Employee's employment be terminated prior to the expiry date, the Employee shall have no entitlement to be paid in respect of the balance of the contract term then remaining.

24. TRAINING

- 24.1. The Employee must attend all training provided by the Employer.
- 24.2. The Employee will not be remunerated to attend training that is outside the Employee's ordinary hours of work.

25. PERSONAL INFORMATION

- 25.1. The Employer commits to processing, sharing and storing all personal information in adherence with the Protection of Personal Information Act no.4 of 2013.
- 25.2. The Employee understands and accepts that the Employer may be required to collect and process personally identifiable information about her/him that may be used in connection with her/his employment, remuneration, benefits and other activities conducted by the Employer from time to time. **The employee is under legal obligation to share his/her contract of employment beyond YES Programme to the Employer Youth@workK, Funder and respective Host Site and will not conceal any information such as full name, ID Number, salary, duration of the contract etc. In**



particular, the Employer may collect, process and use such personal information (including special personal information, photographs and credit information) to carry out and manage its business operations; and for purposes of performance management; remuneration and benefits; training and development; management statistics on employment; occupational health administration; corporate security; career administration; employment relationship management; exit management; termination of employment; programme monitoring & evaluation; archiving emails for disaster recovery purposes; legal reporting obligations and any other legitimate business purposes.

- 25.3. The Employee understands and agrees that the Employer may process and use her/his personal information in order to carry out and manage the business of the Employer, to comply with its legal obligations and to protect its legitimate business interests. In particular, the Employee agrees that the Employer, or anyone acting on its/their behalf, shall be entitled to conduct criminal and/or civil record checks and/or other checks (such as reference, qualification, or credit checks) from time to time, at its discretion and/or on request from the Employer or its clients.
- 25.4. The Employee undertakes to report changes to her/his personal information in order to keep the data accurate.
- 25.5. The Employee understands and agrees that her/his personal information may, from time to time, be shared with third parties who process data on behalf of the Employer, such as payroll providers and the like. In particular, the Employee agrees that her/his personal information and special personal information may be shared with Youth Employment Services (YES) and BBEE Verification Agencies, where applicable.
- 25.6. The Employee accepts that the personal information of the Employer's employees may in appropriate circumstances reside outside of South Africa, and s/he hereby agrees that the Employer shall be entitled to transfer her/his personal information to such locations outside of South Africa, and use the personal information, or allow it to be used, in such locations as described above. Should the employee's personal information be shared cross-border, the personal information will not be subject to less protection than it enjoys in terms of South African data privacy laws.
- 25.7. If the Employee is involved in data processing activities, then, unless authorised to do so, the Employee shall not process, publish, make accessible, or use in any other way any confidential or personal information to which the Employee has access in the course of her/his duties, for any other purpose other than the correct fulfilment of the duties assigned to her/him. The Employee shall also observe the Employer's regulations regarding the processing and protection of such personal information and/or data to which the Employee has access in the course of the Employee's duties, and shall report any infringement relating to the manner in which personal information or other data is processed to the Employer without delay.

26. REPRESENTATIONS

- 26.1. The Employee confirms that all her/his representations to the Employer are true and correct and that s/he has disclosed everything, which if disclosed, would or may have been material to the Employer's decision to employ the Employee. The Employee acknowledges that the Employer may take disciplinary action against her/him, which may include dismissal, if any of the Employee's representations were misleading or incorrect or if the Employee has failed to make a material disclosure.
- 26.2. The Employee undertakes and is required to disclose any new information or facts arising that may affect her/his relationship with the Employer or her/his ability or suitability to perform her/his job, or interests, which may possibly conflict with the interests of the Employer. The Employee agrees to take any steps as the Employer may require for eliminating or otherwise resolving such conflicts. The failure to disclose such information or to take the appropriate steps as required by the Employer will constitute a breach of the employment contract which shall entitle the Employer to take any appropriate steps, including but not limited to, disciplinary action, against the Employee.

27. EMPLOYER'S POLICIES



- 27.1. The Employee must comply with the Employer's policies, if any, which may include the Disciplinary Code and Procedure, Travel Policy, Leave Policy, Electronic Communications, and Usage Policy.
- 27.2. These policies may be amended, withdrawn or replaced by the Employer in its discretion from time to time.

28. GENERAL

- 28.1. Neither party will be bound by any express or implied representation, term, warranty, promise or the like, not recorded in this employment contract or reduced to writing and signed by the Employer and Employee.
- 28.2. No amendment, modification or agreed cancellation of this employment contract will be of any force or effect unless in writing and signed by or on behalf of the Employer and the Employee.
- 28.3. If any provision of this employment contract is held unenforceable, then that provision may be amended to reflect the parties' intentions and all remaining provisions of the contract will remain in force.
- 28.4. This employment contract is governed by and must be construed in accordance with the laws of the Republic of South Africa.

29. INTERPRETATION

- 29.1. Any person applying this employment contract must interpret its provisions to give effect to the primary objects of YES.
- 29.2. Unless the context indicates otherwise, the following terms will have the meaning assigned to them in the table below and similar expressions of the term will have corresponding meaning—

TERM	MEANING
Confidential information	<p>refers to the confidential information of the Employer and its business associates (which includes the Employer's suppliers, customers and service providers) and includes:</p> <ul style="list-style-type: none"> • designs, patents, exclusivity arrangements and technical information; • financial and contractual details of the Employer's relationship with its business associates; • the names of present and prospective business associates; and • details of the Employer's financial and operating structure, processes and results; • data, trade secrets, copyrights, other intellectual property and know-how and any other information of a confidential nature concerning the business affairs of the Employer and its business associates; • details concerning the organisation, functions, transactions, affairs, consultants or employees of the Employer.
Devices	means the Employee's personal telecommunication devices, such as cell phones, iPads, laptop computers and the like
Resources	includes the Employer's servers, computers, printers, telefax machines, telephones, cellular telephones, iPads, postal services, e-mail facilities and internet facilities and the like
YES	Youth Employment Service ("RF") NPC (2017/267641/08)





DECLARATION BY EMPLOYEE

(Confidential)

PLEASE READ THIS FIRST



PURPOSE OF THIS FORM

This form is used to obtain information from employees for the purpose of assisting employers in conducting an analysis on the workforce profile. Employers should use this form to ascertain which employees are from designated groups in terms of the Employment Equity Act, 55 of 1998, as amended.

WHO COMPLETES THIS FORM?

Employees should fill in this form.

INSTRUCTIONS

All employers must ensure that the contents of this form remain confidential, and that it is only used to comply with the Employment Equity Act, 55 of 1998, as amended.

PLEASE NOTE:

'Designated groups', mean black people, women and people with disabilities who-

- a) Are citizens of the Republic of South Africa by birth or descent; or
- b) Became citizens of the Republic of South Africa by naturalization –
 - (i) before 27 April 1994; or
 - (ii) after 26 April 1994 and would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by Apartheid policies

'People with disabilities' are defined in the Act as people who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment.

*Please note that people with disabilities have the right not to disclose their disability, unless it is in line with the inherent requirements of the job.

1. Name of employee: Phuluwa Zworakq Christian

2. Employee ID No: 930419 0479 086

3. Please indicate to which categories you belong with an 'X' below:

Male	Female
	X

African	Coloured	Indian	White
X			

Foreign Nationals N/A

If you are not a citizen by birth, please indicate the date you acquired your citizenship: _____

Person with a disability* N/A

If yes, specify nature of disability: _____

4. I verify that the above information is true and correct.

Signed: [Signature]

Employee

Date: 05-04-2024

AFFIDAVIT

I, the undersigned,

[Name:] Phulwana Christina Zworaky

do hereby make oath and say:


1. I am an adult female/male with ID Number 930419 0479 086.
2. The facts and allegations herein contained, unless otherwise stated, being within my own knowledge and are true and correct.
3. I am between the ages of 18 and 35; and
4. meet the definition of "Black People" as defined in the Broad-Based Black Economic Empowerment Act 53 of 2003 as amended by Act 46 of 2013; and
5. declare that I am unemployed commencing employment in the YES programme; and
6. confirm that I have not previously participated in a YES programme for longer than 8 months.



[Name:]

Signed and sworn to before me at SILVERTON..... this 05 day of APRIL..... 2024 after the Deponent declared that she/he is familiar with the contents of this affidavit and regards the prescribed oath as binding on her/his conscience and has no objection against taking the said prescribed oath, and that the provisions of the Regulations contained in the Government Gazette R1258, dated 21 July 1972, as amended, have been complied with.



 7227203-1
COMMISSIONER OF OATHS

FULL NAMES: MAHMBULELE SIKWETZA
ADDRESS: 497 PRETORIA ROAD SILVERTON
DESIGNATION: CONSTABLE

PHULUWA ZWONAKA

0670300468

zonakapchristinah@gmail.com

Idlewild South, 535 Thabo Sehume street, Pretoria 0001

PROFESSIONAL SUMMARY

I am a hardworking person, who strives to do the best of her ability in any given task. I am highly organized with good planning skills and ability to meet strict deadlines. I use creative approach in problem solving. It is always my desire to expand my career growth. I believe that I can make an effective contribution to your entity. I am target driven with unlimited amounts of energy and enthusiasm.

PERSONAL INFORMATION

Surname : Phuluwa

First names :
Zwonaka

Data of birth : 19 April 1993

Gender : Female

Nationality : South African

Race : Black

Languages : English, Tshivenda

ID number : 9304190479086

SKILLS

- Computer skills – Microsoft(excel, word, etc.)
- Technical skills, Critical thinking, Good verbal and written communication, Able to work under pressure, Organization and attention to details
- invoice processing, sales process, reception duties, data capture, product knowledge, dispatch process, customer services, meeting management, tender filling process
- Sage

EDUCATION

- Grade 12 (Matric) 2011 Tshivhase secondary School
- Tshwane South College(2012-2015)
mechanical Engineering (N3-N5)
- Diploma in Small Business
management University of South
Africa (in Progress)
- Basic Data Entry Clerk Certificate 2023 (Power Education)
- Basic administration Certificate(Young people at work)
- Tool,die & Mould taking foundation programme
2015
(Drill press", "Job planning Bench work & layout" and "Measurements,
material & safety"
Computer skills, Occupational English, Mathematics & Engineering science
- On-the-job workplace experience)

WORK EXPERIENCE

- Administrator (8 months experience)
- Handyman (Department of Statistics 2021)
- Packer & general work: January 2018-january 2019
- Forklift driver 07 tones

REFERENCES

- Kubashinie Coopasamy :Student Counselor
- 065 659 4763
- Azwianzeli : colleague 0725470789



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Zwonaka Christinah Phuluwa

Identify number 9304190479086

Subject

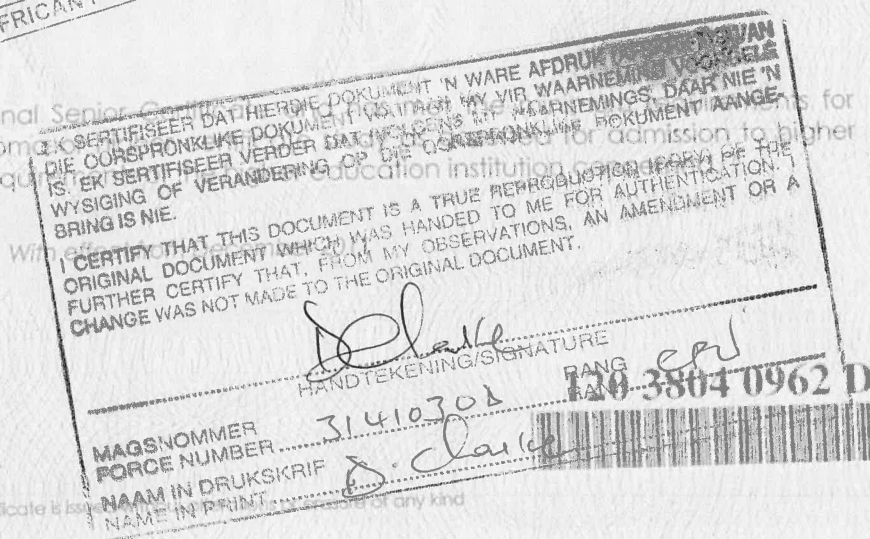
Tshivenda Home Language
English First Additional Language
Mathematics
Life Orientation
Geography
Life Sciences
Physical Sciences

Achievement

%	level
68	5
70	6
44	3
83	7
50	4
56	4
43	3
***	*



This candidate is awarded the National Senior Certificate for admission to bachelor's degree, diploma or certificate in higher education, subject to the admission requirements of the institution for admission to higher education.



M. S. LAKOMETSI
Chief Executive Officer

This certificate is issued in accordance with the provisions of the Education Act of 1995.

UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

3058776

(See reverse for more information)



YES YOUTH PERSONAL INFORMATION:

Surname: ZWONAKA CHRISTINAH

Full Names: PHULUMA

SA ID Number: 930419 0479 086

Gender: FEMALE

CONSENT FOR THE USE OF PERSONAL INFORMATION TO PERFORM A CRIMINAL BACKGROUND CHECK

I hereby authorize the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("Iqiniso"), to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references, criminal record, fraud prevention, ID verification and drivers' licence.

I consent to requests for consumer credit information to be released for the below prescribed purposes only:

For employment in a position of trust and honesty and entails the handling of cash or finances;

Fraud prevention or detection.

I understand that verification requests form part of the background screening process and:

That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA;

Data obtained from the FSB serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.

I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.

I understand that privacy is important to the responsible Parties and the responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and for the purposes I have authorised.

I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary. By submitting any Personal Information to the Company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by the Company and/or verification information suppliers:

Personal Information may be shared by the Company with IQINISO and may be further shared by IQINISO with the Verification Information Suppliers for verification or other legitimate purposes; Personal Information may be shared by the Verification Information Suppliers with IQINISO and be further shared by Iqiniso with the Company and Iqiniso's other clients for purposes of continued or future employment or for other legitimate purposes as per the NCA; Personal Information may be stored for a reasonable period by the Company, Iqiniso and/or the Verification Information Suppliers, and Personal Information may be transferred cross-border to countries, which do not necessarily have data-protection laws similar to South Africa, for verification or storage purposes. In any cross-border transfer of personal information the recipient will be notified of the need to protect the confidentiality of the personal information.

I take note that if the responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information regulator.

A copy of Personal Information kept by the responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.

I unconditionally agree to indemnify the responsible Parties, and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. This includes unintentional disclosures of such personal information to, or access by unauthorized persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated personal information, provided to the Company by myself or by a third party in respect of me.

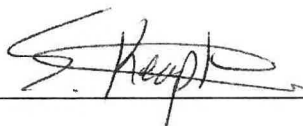
Zwofaka PHULUWA 0670300468

05 / 04 / 2024

YES YOUTH

MOBILE NUMBER

DD MM CCYY



/01 /04 / 2024

COMPANY AGENT SIGNATURE

DD MM CCYY

All signatories to this document agree that IQINISO will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to IQINISO for the Company by IQINISO's suppliers. The Company and the Candidate hereby indemnifies and holds IQINISO harmless against any loss arising from neglect or damage in procuring, communicating or failing to communicate information to the Company.



CODE OF CONDUCT

For YES Employees

I Phuluwa Zvonaka Christinah (Employee Name)

- Shall be a good patriot for South Africa
- Shall at all times show willingness to learn
- Shall participate actively in all work related activities
- Shall in no manner discriminate against other persons on the basis of colour, gender, ethnicity, nationality or physical well-being
- Shall be impartial, unbiased and positive
- Shall at all times present myself in suitable dress and maintain good personal hygiene
- Shall be punctual, reliable, honest, conscientious and tactful at all times
- Shall carry out my duties to the best of my ability
- Shall act responsibly, and in the event of a misunderstanding that would result in conflict attempt by any possible means to resolve this and report the incident to any Trainer for intervention
- Shall in the event of my experiencing difficulties consult with Youth@work or PfP staff for assistance
- Shall at no time be under the influence of alcohol or a narcotic substance
- Shall not remove any equipment from my workplace without permission dealing fairly, professionally and equitably with stakeholders whilst accelerating the redress of past unfair discrimination.
- Shall consult with all relevant stakeholders that have an interest in the development and placement of youth
- Shall execute my responsibilities and accountabilities timeously and with due regard to the accountability to our schools that we are committed to serve.

- Shall seek at all times to create a positive environment in the school and respect the historical diversity of learners' cultural, linguistic and educational backgrounds.
- Shall declare *conflict of interest* that infringe on the execution of our delegated responsibilities.
- Shall recuse myself from any decision-making process which may result in improper personal gain that will impact negatively on the values cherished by Youth@work.
- Shall recognise the public's rights of *access to information*, excluding information that is specifically protected by the law.
- Shall acting in a manner that will respect, promote and protect the goodwill and reputation of the Symphonia family.

I have read & received a copy of the **YES Employment Guidelines** and I understand the content and commit to abide by the requirements.

Signed at this place Tirocifi on this 05 day of April 2024.

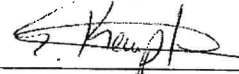
Full name of Employee: Phuluwa Zwonaka Christinah

Signature of Employee: 

On behalf of Youth@work:

Full name of the Youth@work representative:Erica Kempken.....

Position in Youth@work:Director.....

Signature: 



has the **humility** to see things as they are
the **courage** to imagine how they could be
and the **tenacity** to make that a reality

YES Employee Application/Employment Paperwork Checklist

Funder: Mercedes Benz P4

Surname, First Name: Phuluwa Christinah Zvonaka

Host Site Name: GMS HOLDING

Please pack your employment paperwork in the ascending order indicated on the checklist.

Employment Paperwork required	Tick if filled in and submitted
1. Color certified ID Copy – (front and back of the smart ID cards must be copied on the same page) (The certification date on your ID copy should be less than three months old)	<input checked="" type="checkbox"/>
2. Bank Statement/ Proof of Account (with your personal details on it)	<input checked="" type="checkbox"/>
3. SARS confirmation of registration	<input checked="" type="checkbox"/>
4. Payroll Form	<input checked="" type="checkbox"/>
5. Fixed term employment contract	<input checked="" type="checkbox"/>
6. EEA1 Form	<input checked="" type="checkbox"/>
7. Affidavit – (The certification stamp's date must be clearly visible)	<input checked="" type="checkbox"/>
8. CV	<input checked="" type="checkbox"/>
9. Matric Certificate and any higher qualification certificate if you have. (If you have no educational certificate, please provide an affidavit stating why you don't have any educational certificate)	<input checked="" type="checkbox"/>
10. Youth@work Indemnity Form – Criminal Background Screening	<input checked="" type="checkbox"/>
11. Code of Conduct	<input checked="" type="checkbox"/>
12. Checklist	<input type="checkbox"/>