**APPLICATION FORM**

1. First Name (mandatory) – Text field
2. Surname (Mandatory) – Text field
3. Identity Number (Mandatory) – Length 13 Digits / Only numbers

Age calculation based on ID (If 30 or older in next 12 months then decline application) – Currently calculated only once form is submitted (powerapps)

1. Gender –tickbox (Mandatory) – Restrict to 1 option

* Male
* Female

1. Race (Mandatory) – Restrict to 1

* African
* Coloured
* Indian
* White

1. Email (Mandatory) – Must meet email criteria “@domain”
2. Contact Number (Mandatory) – Length 10 Digits / Only numbers
3. Additional Contact Number (NOT mandatory) – Length 10 Digits / Only number
4. Address: Street Name and number (Mandatory) – Text field
5. Address: Suburb (Mandatory) – Text field
6. Address: Town/City (Mandatory) – Text Field
7. Address: Province - Tickbox (Mandatory) – Restrict to 1 option

* Eastern Cape
* Free State
* Gauteng
* Kwazulu-Natal
* Limpopo
* Mpumalanga
* Northern Cape
* North-West
* Western Cape

1. Do you have a criminal record? – Restrict to 1

* Yes
* No

If yes then decline application (Currently declined once form is submitted) Powerapps

1. Highest Qualification - Tickbox (Mandatory) – Restrict to 1 option

* Grade 10
* Grade 11
* Grade 12 (Matric)
* National Certificate (NQF 5)
* Diploma
* Bachelor’s

1. Employment Status – Tickbox (Mandatory) – Restrict to 1 option

* Employed
* Unemployed

1. Learnership Status – Tickbox (Mandatory) – Restrict to 1 option

* I have never been on a learnership
* I am currently on a learnership
* I have been on a learnership and have completed it

If “A” is chosen then branch to question 20

If “B” chosen continue to question 17 (Declined once form is submitted) Powerapps

If “C” chosen then continue to questions 17-19

1. Name of Learnership (Mandatory) – Text field
2. Date of completion (Mandatory) - date field
3. Was a certificate issued? - Tickbox (Mandatory) – Restrict to 1

* Yes
* No

1. Are you able to work from home? – Tickbox (Mandatory) – Restrict to 1

* Yes
* No

1. Do you have access to a computer/smart phone and internet? – Tickbox (Mandatory) – Restrict to 1

* Yes
* No

1. Which of the following best describes your current skills – Tickbox (Mandatory) – Restrict to 1

* Website development / design
* IT Systems Development
* Marketing
* Sales / Retail
* Graphical Design
* Administration
* Stores / Warehousing
* Finance
* Farming
* Contact Centre
* General

The chosen skill set determines the assessment link that will be sent to the candidate to complete once application is submitted (11 assessment forms created based on skills set) - Powerapps

1. What is your current status? – Tickbox (Mandatory) – Restrict to 1

* Abled
* Disabled (Certified by Medical Practitioner)

If “Abled” – Candidate continue to Question 24

If “Disabled” – Candidate branches to questions 25 - 27

1. Which learnership area are you interested in? – Tickbox (Mandatory) – Restrict to 1

* Centurion – Abled
* Bellville – Abled
* Mbombella – Abled
* Pinetown – Abled

There should be the ability to add or remove learnership should a specific area be targeted for learners for client hosted learnerships (E.g. Port Elizabeth / Rustenburg)

After selection candidate branches to question 28

1. What is the nature of your disability? – Tickbox (Mandatory) – Restrict to 1

* Communication (talking / listening)
* Sight (even with glasses)
* Hearing (even with a hearing aid)
* Physical (moving/standing/grasping)
* Emotional (behavioural/psychological)
* Intellectual (learning difficulty)
* Other – text option to add any other type of disability

1. Do you have any access requirement to support your disability? (Mandatory) – text field
2. Which learnership area are you interested in? – Tickbox (Mandatory) – Restrict to 1

* Centurion – Disabled
* Bellville – Disabled
* Mbombella – Disabled
* Pinetown – Disabled

There should be the ability to add or remove learnership should a specific area be targeted for learners for client hosted learnerships (E.g. Port Elizabeth / Rustenburg)

Candidate moves to question 28

1. Why are you applying for this learnership? – Tickbox (Mandatory) – Restrict to 1

* It offers a stipend and I need money.
* I want to gain experience that will help me find a job (correct)
* My family told me to apply
* I am bored at home

1. What do you expect to have by completing this learnership? – Tickbox (Mandatory) – Restrict to 1

* Enough stipends to support myself for a year
* A certificate to keep for later
* Practical experience and proof of my work skills (correct)
* Time to figure out what I want to do

1. What would you do if you didn’t get paid for a month due to admin delays? – Tickbox (Mandatory) – Restrict to 1

* Quit – I can’t work without being paid
* Continue learning and working while resolving the issue professionally (correct)
* Do the minimum until payment is made
* Stop working and look for another learnership elsewhere

1. How will you use this learnership to find employment? – Tickbox (Mandatory) – Restrict to 1

* I’ll use the experience and references to apply for a job (correct)
* I’ll try to join another learnership
* I haven’t really thought about it
* I expect the company to offer me a job automatically

1. If you are offered another learnership with a bigger stipend but no practical work, what would you do? – Tickbox (Mandatory) – Restrict to 1

* Take the one with more money
* Try to do both at the same time
* Stay with the one that give me work experience (correct)
* Leave it for my family to decide for me

1. If you are currently on a learnership, will your current company allow you to register for another learnership? – Tickbox (Mandatory) – Restrict to 1

* No, they will not allow me
* I haven’t completed, but I’m not attending anymore
* Yes, they will not have a problem
* I am not registered on another learnership (Correct)

If applicant answers any of questions 28-33 incorrectly their application is declined once submitted (Powerapps)

**On completion of form:**

If applicant completes successfully – email sent to them with an OTP (linking field) and the link to the assessment form specific to the skill set that they indicated.

If applicant is declined for any of the reasons included – email is sent to them indicating that their application was not successful due to them not meeting our recruitment requirements

If successful, a text version of the form is saved and a link automatically included on database.

Database fields are included on next section

* OTP (Automated random linking field between Application form and Assessment form)
* Application status (Default “Applied”, Update to “Assessed” once assessment is submitted, Updated to “Shortlisted”/”Gem”/”Rejected” after interview, Updated to “Hired” once placed on a deal.)
* Applied for (Question 24 / 27)
* Surname (Question 2)
* Name (Question 1)
* Identity Number (Question 3)
* Email (Question 6)
* Contact No 1 (Question 7)
* Contact No 2 (Question 8)
* Address Street (Question 9)
* Address Suburb (Question 10)
* Address Town/City (Question 11)
* Address Province (Question 12)
* Race (Question 5)
* Gender (Question 4)
* Ability (Question 23)
* Disability Type (Question 25)
* Special requirements (Question 26)
* Criminal Record (Question 13)
* Employment Status (Question 15)
* Highest Qualification (Question 14)
* Learnership status (Question 16)
* Previous Learnership (Question 17)
* Previous Learnership Completion Date (Question 18)
* Able to work from home (Question 20)
* Online access (Question 21)
* Current Skills (Question 22)
* Assessment Status (Default – “Awaiting” – Updated to “Assessed” once assessment is completed)
* Assessment Result (Calculated from Assessment form once submitted)
* Assessment Rating (Calculated from Assessment form once submitted)
* Gem Candidate (Updated from the recruitment system once interviewed)
* Reason for Candidate being a Gem (Updated from the recruitment system once interviewed)
* Rejected Candidate (Updated from the recruitment system once interviewed)
* Reason for Candidate being rejected (Updated from the recruitment system once interviewed)
* Application Document link (Text document of application form)
* Assessment Document link (Text document of the assessment form)
* Learner Interview form link (Text document of the interview form completed at time of interview)
* Deal Assigned (Updated from recruitment app once candidate is placed)
* Date Applied (Date of application)
* Date Assigned (Date of placement)