

ENGAGEMENT FORM

Personal details										
Surname						Initials				
Full Names										
ID / Passport number					Date of birth					
Preferred name					Maiden name					
Nationality					Gender (√)	Male		Female		
Ethnic group				Marital status (√)	Married		Single		Divorced	Widow
Race (√)	African		Coloured		Indian		White		other	
First language				Disability(√)	Yes	No	If yes, nature			

Host employer						
Host employer name			Host employer address			
Host contact number			Host email			
Host contact person			Section/department			

Contact details						
Cell phone number			Alt Tel No:			
Next of kin Tel No:			Email address:			
Residential address						

Education				
Qualification (highest qualification)				
Institution obtained			Year obtained	
Duration of qualification		Other qualification if applicable		

Employment History / if available			
Employer	Position	Duration	Reason for leaving

References / if available			
Name	Relationship	Telephone number	Company

Declaration: I _____, hereby declare that information provided is true and correct, I expressly grant Pioneer Business Consulting **only** to facilitate my placement as an intern.

Signature _____ Date _____

Compulsory attachments: (CV, recently certified copies of qualifications and ID (card to appear both sides))



COMPANY DETAILS "Company"

To be completed by Company Agent

Personal Credential Disclosure Form

Company Name: _____ Email: _____

Agent Name: _____ Mobile No: _____

Date of Birth: _____

CANDIDATE PERSONAL INFORMATION

To be completed by the Candidate

Surname:

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Full Names:

Maiden Name:

ID Number / Identifier:

Description of Identifier:

Eg. South African ID Number, Zimbabwean Passport Number, etc.

DEFINITIONS IN TERMS OF BELOW CONSENT

- ✓ "Candidate" means the person completing this document to be considered by the Company for purposes of employment/ continuation of employment;
- ✓ "Company" refers to MIE Client;
- ✓ "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- ✓ "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- ✓ "FSB" refers to the Financial Services Board;
- ✓ "NCA" shall mean the National Credit Act, No 34 of 2005, as amended from time to time, including any regulations made under the Act;
- ✓ "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- ✓ "POPI" shall mean the Protection of Personal Information Act, No 4 of 2013, as amended from time to time, including any regulations made under the Act;
- ✓ "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- ✓ "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- ✓ "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

CONSENT FOR THE USE OF PERSONAL INFORMATION

- ✓ I hereby authorize the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), 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, drivers' licence and all social media accounts linked/associated/known to me of which I am a user/member of.
- ✓ 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 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 stored for a reasonable period by the Company, MIE 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 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.
- ✓ In authorizing the search/s referred to above, I confirm that I have / have not been forced/ coerced into signing and supplying the above information.

CANDIDATE SIGNATURE

MOBILE NUMBER

DATE

COMPANY AGENT SIGNATURE

DATE

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