

APPLICATION FOR CERTIFICATE OF EMPLOYMENT LABOUR CODE ORDER 1992
SECTION 165

➤ RENEWAL (PLEASE ATTACH WORKPERMIT)

PART 1: PERSONNEL DETAILS: Tick (✓) or Write where applicable:

1. Surname..... Other Name (s).....
2. Address..... Tel
3. Marital Status:
 - 3.1 Single
 - 3.2 Married
 - 3.3 Widowed
 - 3.4 Divorced
4. Date of Birth..... Sex
5. Passport Number
6. Passport Nationality
7. Date of Issue Date of Expiry.....
8. Work Permit Number
9. Date of Issue Date of Expiry.....
10. Is it Your?
 - 10.1 First Renewal
 - 10.2 Second Renewal
 - 10.3 Third Renewal
 - 10.4 Other (Specify)

PART 2: TO BE COMPLETED BY THE PROSPECTIVE EMPLOYER

BUSINESS PARTICULARS: (Write in Full)

- 11. Name of Business.....
- 12. Nationality of Employer.....
- 13. Business address.....
- 14. Telephone No Fax No.....
- 15. Type of Business.....
- 16. Date of Start of Business.....
- 17. Details of Employees:

	Male	Female	Total
17.1 Number of Basotho
17.2 Number of Non Basotho
17.3 Total
- 18. Title of Job.....
- 19. Type of Job he/she is to do.....
- 20. Educational Qualifications and Experience required for this job:
 - 20.1 Educational Qualifications
 - 20.2 Experience.....
- 21. Job Description;
 - 21.1.....
 - 21.2.....
 - 21.3.....
- 22. Monthly Salary: M.....
- 23. Other Benefits:
 - 23.1 Housing
 - 23.2 Transport
 - 23.3 Educational Allowance
 - 23.4 Package at the end of contract
 - 23.5 Other (Specify).....

24. Period to be engaged: From..... To.....
25. Are you?
 25.1 An Employee Go to 26.
 25.2 An Investor Go to 32.
26. Relationship to the employer:
 26.1 Son/Daughter/Spouse
 26.2 Other Relative
 26.3 Other (specify).....
27. Reason (s) for not localizing this job:
 27.1 Lack of local qualified manpower
 27.2 Local employee is under training (supply training plan)
 27.3 Other (specify).....
28. What step (s) have you taken to recruit a national for this job?
 28.1 Advertised in a Local News Paper (attach copy)
 28.2 Advertised in South African News Paper (attach copy)
 28.3 Contacted National Employment Service (NES)
 28.4 Other (specify).....
29. Have you provided a local counterpart for this position?
 29.1 Yes
 29.2 No
30. If “Yes” name of the counterpart (in full).....
31. If “No” give reason (s).....

32. Are you a member of an Employer’s Association?
 32.1 Yes
 32.2 No
33. If “No” give reason (s)

I.....as I make this recommendation, pledge to do everything in my power to ensure that the person named above, shall comply with all the laws and regulations of Lesotho.

Signature..... Date

NB: Applications that are not filled properly will not be considered.