

**APPLICATION FOR CERTIFICATE OF EMPLOYMENT**

**LABOUR CODE ORDER 1992 SECTION 165**

**FIRST APPLICATION**

**PART 1: PERSONNEL DETAILS: Tick (v) 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. Name of Spouse (in full) .....

9. Nationality of Spouse: .....

10. Languages:	Read/Write	Speak
10.1 Sesotho	Yes No	Yes No
10.2 English	Yes No	Yes No
10.3 Other	(specify): .....	

**PART 2: EDUCATIONAL RECORDS**

11. (a) Name of Educational Institution:.....  
Address of Institution ..... Year of Leaving: .....  
Main Field or subject of Study:.....  
Qualifications Obtained:.....
- (b) Name of Education Institution:.....  
Address of Institution:.....  
Year of Entry: ..... Year of Leaving: .....  
Main Field or Subject of Study:.....  
Qualifications Obtained:.....

**PART 3: EMPLOYMENT RECORD (start with the most recent job)**

12. (a) Name of Business: .....  
Type of Business:.....  
Country of Employment:.....  
Job Title:.....  
Duties Performed:.....  
From: ..... To: .....
- (b) Name of Business:.....  
Type of Business:.....  
Country of Employment:.....  
Job Title:.....  
Duties Performed: .....  
From:..... To: .....
13. When did you arrive in Lesotho?.....

- 14. Do you want to be,
  - 14.1 An Investor Go to 15
  - 14.2 An Employee Go to 16

- 15. How many local jobs do you expect to generate?.....
- 16. What type of job do you want to do?.....
- 17. Have you found a job in Lesotho?
  - 17.1 Yes
  - 17.2 No

**PART 4: PERSONAL REFERENCES**

**First References:**

Names:.....

Address:.....

Occupation:.....

Period of knowing you:.....

Signature:..... Date: .....

**Second Reference:**

Names:.....

Address:.....

Occupation:.....

Period of knowing you:.....

Signature:..... Date: .....

I, ..... hereby certify that information given above is true and correct.

Signature of Applicant: ..... Date: .....

**PART 5: TO BE COMPLETED BY THE PROSPECTIVE EMPLOYER**

**BUSINESS PARTICULARS:** (Write in Full)

18. Name of Business:.....

19. Nationality of Employer:.....

20. Business Address:.....

21. Telephone No: ..... Fax No:.....

22. Type of Business:.....

23. Date of Start of Business:.....

Details of Employee (s):

	Male	Female	Total
24.1 Number of Basotho	.....	.....	.....
24.2 Number of Non-Basotho	.....	.....	.....
24.3 Total	.....	.....	.....

25. Name of employee recommended:.....

26. Relationship to the employer:

26.1 None

26.2 Son/Daughter/Spouse

26.3 Other Relative

26.4 Other (Specify):.....

27. Title of Job:.....

28. Type of job he/she is to do:

.....

.....

29. Educational qualification and experience required for this job:

29.1 Educational qualifications:.....

29.2 Experience:.....

30. Job Description

30.1 .....

30.2 .....

30.3 .....

31. Monthly Salary: M.....

32. Other Benefits:

32.1 Housing

32.2 Transport

32.3 Educational Allowance

32.4 Package at the end of contract

33. Period to be engaged: From (year) ..... To: .....

34. Reason (s) for recommending this person as opposed to a national:

34.1 Lack of local qualified manpower

34.2 Local employee is under training (supply training plan)

34.3 Other (specify)

35. What step (s) have you taken to recruit a national for this job?

35.1 Advertised in local paper (attach a copy)

35.2 Advertised in Republic of South Africa News papers, (attach a copy)

35.3 Contacted the National Employment Service (NES)

35.4 Other (specify):.....

36. Will you provide a local counterpart for this position?

36.1 Yes

36.2 No

37. If "Yes" name of the counterpart (in full):.....

38. If "No" give reasons (s): .....

39. Are you a member of an Employer's Association?

39.1 Yes

39.2 No

40. 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.