



Role profile

Role title: In-service Trainee student

Application Deadline: 09 November 2018

Role Purpose: XLink has a strong interest to support and equip students with the necessary work experience and who require in-service training to complete their undergraduate diplomas.

Requirements:

- Must be a South African Citizen
- National Senior Certificate / Grade 12
- National Diploma in the following fields:
 - IT Network
 - Office Administration/ General Business Management
 - Sales and marketing Management
 - Financial Management
 - Operations and Logistics
 - Management Services

Supporting documentation to be submitted with Application form:

- Curriculum vitae.
- Certified copy of proof of identity (ID)
- Certified copies of Matric certificate and official university transcript / certificates / registration.
- Letter from Institution stating requirement for Inservice Training

Attributes & Qualities:

- Good verbal and written communication skills
- Computer literate in MS Office (Word, Excel, PowerPoint)
- Takes accountability and ownership
- Output and deadline driven
- Ability to work on own initiative
- Ability to work in, and adapt to a rapidly changing environment

Please note:

Correspondence will only be conducted with candidates who have been shortlisted for interviews.

Incomplete and late applications will not be considered.

Applicants who have not heard from XLink within two months of the closing date can assume that their application has been unsuccessful.

Applications may or may not be selected based on XLink's employment equity needs.

For more info on XLink's In-service Training programme please contact XLink's Learning and Development Officer: Innocentia Walaza on: 011 438 3000

Please complete the following Application Form:

1. Personal Information

Name and Surname		
ID number		
Date of Birth		
Gender		
Race		
Home Language		
Marital Status		
Physical Address		
Postal Address		
Citizenship		
Contact Details	Cell phone number	
	Telephone number	
	Alternative number	
	Email Address	
Have you ever been convicted of a crime? If yes, please specify		
Do you have mental or physical disability? If yes, please specify		

2. Tertiary Studies (Current studies)

Name of Institution	
Diploma (include field of Study):	
Subjects/ Modules	
Present Year of study (e.g. 01 st , 02 nd S1/S2 etc....)	
Commencement date of studies	
Expected completion date:	
Student number	
For how many months will in-service training be required:	
Have you failed any subject? If yes, please specify **Attach academic record	

4. Other Studies and Employment

	Current	Past
Details of any other studies / working experience		
Are you employed, either part time of full time?		
If yes, by whom?		



5. Motivation

Reasons for requesting in-service training:

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What are your career plans after qualifying?

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DECLARATION

I _____, hereby declare that I understand the questions in this application form and that the answers given to all the above are true

Signature

Date