

GUIDELINES FOR SUBMITTING AN APPLICATION FOR EMPLOYMENT.

Applications for a position with the College must include the following:

1. Must include an application form, duly completed, indicating the position applied for and the reference number
2. A comprehensive CV
3. A certified copy of the applicants identity document
4. Certified copies of the applicants work permit and passport where relevant
5. Certified copies of the applicants Education Qualifications
6. Statements of Results for all qualifications obtained by the applicant
7. A certified copy of the applicants Matric Certificate
8. A certified copy of the applicants drivers licence and PDP where relevant to the position
9. A minimum of two contactable and work related references. (Preferably current employers)
10. Periods of experience must be clearly indicated in the CV by dates

PLEASE TAKE NOTE OF THE FOLLOWING:

11. Copies of certified copies and certified copies of certified copies will not be accepted)
12. Separate applications must be made if applying for more than one position.
13. Applicants will be required to show proof of their original qualifications during the selection process.
14. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Quality Authority (SAQA).
15. Applications which do not reach the HR Department by the closing date and time will not be considered.
16. Applications which do not comply with the above guidelines will not be taken into consideration
17. A successful candidate who willfully makes a false statement renders himself/herself liable to instant dismissal.

APPLICATIONS:

18. Must be directed in confidence to The HR Manager, EMC, Private Bag X35, Uitenhage , 6230.
19. Faxed and e-mailed applications will not be considered
20. If you have not been contacted within 30 days after the closing date of the relevant advertisement, please accept that your application was unsuccessful.

UITENHAGE CAMPUSES
Private Bag X35
Uitenhage, 6230
Tel: 041 995 2000
Fax: 041 995 2008
E-mail: emc@emcol.co.za

GRAHAMSTOWN CAMPUS
PO Box 142
Grahamstown, 6140
Tel: 046 636 1575
Fax: 046 636 1823
E-mail: emc@emcol.co.za

GRAAFF-REINET CAMPUS
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www.emcol.co.za



**Eastcape
Midlands
College**

Creating New Futures

EMC is an equal opportunity and an affirmative action employer. (EMC reserves the right not to proceed with the filling of the post(s). An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post(s) will result in applicants automatically disqualifying themselves.)

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