



EMPLOYMENT DECLARATION FORM

Declaration In Connection With an Application for Employment within SOS Swaziland

Instructions to applicants:

To be eligible for employment within SOS CV Swaziland, an Employment Declaration in connection with an application for employment must be completed.

Any incorrect statement in connection with your application for employment in SOS CV Swaziland may lead to a rejection of your application for employment, or, in the event that you are offered employment in SOS CV Swaziland, may make you liable for disciplinary action which may include dismissal.

The information provided on this Employment Declaration may be checked by SOS CV Swaziland with the relevant authorities or sources. The information provided will be treated as confidential and dealt with in accordance accordingly. Should you have any queries in regards to the information contained on the Employment Declaration, please contact our People at info@sos.org.sz

Employment Declaration

I _____

(Print name in full)

Former names / aliases (if applicable)

Of _____

(Physical address)

Date of birth:

Do declare as follows:

I am an applicant for the role of



(Name of position)

1. DISABILITY AND MEDICAL

1.1 As part of the selection process, do you agree to undergo a medical/functional capacity assessment if it relates to your ability to perform the functions and duties of the role?

Yes No

Note to applicants: you may not be further considered for employment should you refuse to undergo a medical/functional capacity assessment if required for the role.

1.2 Do you currently have any disability (including learning disability) or medical condition which might prevent or impede you from being able to satisfactorily perform any duties or functions that might be reasonably required of you in the role for which you are applying?

Yes No Unsure

If **yes**, please provide a brief description below and attach additional pages, if necessary.

Note to applicants: if you have any disability or medical condition which may require the provision of non-standard measures to support you in the workplace or enable you to satisfactorily perform the duties of the role, please provide information that will assist us to provide the support required. You may attach additional pages if necessary.

2. CRIMINAL AND OTHER HISTORY

SOS CV Swaziland has a duty to diligently perform reference and background checks of prospective co-workers before employment of a person. A decision as to whether to offer a person employment must take into account the character and past behaviour of prospective co-workers. An unsatisfactory criminal history or screening outcome may preclude you from

employment in SOS CV Swaziland depending on the role you are applying for and the nature of the criminal activity.

SPENT CONVICTIONS

A spent conviction is a criminal conviction that lapses either immediately or after a stipulated period of time. You are not required to provide details in respect of certain types of spent convictions except where you are applying for certain types of roles.

Applicants are required to provide detail about certain types of spent convictions where you are applying for a role:

- involving interaction with children or certain vulnerable classes of people;
- Finances and financial policies

If you are in any doubt as to whether a conviction of yours is spent and liable to be disclosed by you, you should seek independent advice which would be at your own expense.

Applicants are required to disclose all information which is relevant to the role being applied for.

2.1 Have you undergone a Criminal History Check and/or other relevant history assessment/s in the last 3 years?

Yes No

If **yes**, please provide the date of the report arising from the history check and/or other assessment/s and attach a copy of the report/s, if available to you.

Date of report/s:

2.2 Are you currently facing charges yet to be determined for any criminal offence?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.



- 2.3 Have you ever been investigated, arrested, reported for or pleaded or found guilty of any of the criminal offences below:
- 2.3.1 Dishonest acts such as fraud, embezzlement, theft, misappropriation of funds
 - 2.3.2 Drunk driving
 - 2.3.3 Sexual offence(s)
 - 2.3.4 Domestic violence
 - 2.3.5 Abuse towards a woman

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

- 2.4 Have you ever been the subject of allegations of conduct by you of a violent and/or sexual nature towards or in relation to a child or children (persons under 18 years of age) or an adult/s (persons over 18 years of age)?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

I agree that if I am to be considered for an offer of employment within SOS Swaziland, I may be required to undergo a National Police Check (NPC), screening and/or other relevant assessment/s depending on the role applied for. Further, if I am employed within SOS Swaziland, I agree to periodic and/or additional relevant assessment/s during my employment.

Yes No

Note to applicants: consideration of you, for an offer of employment within SOS Swaziland may in part be dependent upon a National Police(NPC) Check. You may be required to complete a screening application. By completing and signing this declaration, you consent to the results of the screen application being provided directly to SOS Swaziland.

3. MISCONDUCT OR OTHER UNSATISFACTORY PERFORMANCE

3.1 Are you currently, or have you ever been the subject of an investigation or any other process into suspected or alleged misconduct?

Yes No

If **yes**, please provide details below and attach any additional pages, if necessary.

3.2 Are you currently, or have you ever been the subject of an investigation/s or any other process relating to alleged unsatisfactory performance, where you participated in a formal performance management process?

Yes No

If **yes**, please provide details below and attach any additional pages, if necessary.

3.3 Have you been the subject of an investigation into suspected or alleged misconduct by you or the subject of allegations of misconduct during previous employment (as an



co-worker or employer) where such investigation or disciplinary process – as relevant – was not completed including by reason that your employment with the relevant employer or business ended prior to the completion of the investigation or process?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

4. EMPLOYMENT HISTORY

4.1 Has your employment ever been terminated by any organisation for any reason (including redundancy)?

Yes No

If **yes**, please provide details below and attach additional pages, if necessary.

5. EMPLOYMENT RELATIONS

5.1 In your knowledge, are you related to an SOS Children's Villages Swaziland co-worker? *Relatives include biological parents, legal guardians, biological children, adopted children, siblings and half siblings*

If yes, please state how:

5.2 Do you know any co-worker(s) currently employed at SOS Children's Villages?

If Yes, please complete the information below:

5.2.1 Name of co-worker:

5.2.2 Position:

5.2.3 Nature of Relation:

DECLARATION

I declare that the information in this declaration and in any other documents completed by me and/or any other statement made by me in support of my application for employment within SOS CV Swaziland and the information provided by me in connection with my application for employment within SOS CV Swaziland, including in any interview, is true and correct in every detail.



SOS CHILDREN'S
VILLAGES
SWAZILAND

EMPLOYMENT BASED ON PROVISION OF TRUE AND CORRECT INFORMATION

I understand that I am offered employment within SOS CV Swaziland it has been made on the basis that the information that I have provided in connection with my application for employment is true and correct in every detail. I understand that any false statement or withheld information made in connection with my application for employment in SOS CV Swaziland may lead to a rejection of my application for employment, or, in the event that I am employed or continue employment in SOS CV Swaziland, will amount to misconduct and render me liable to disciplinary action, including termination of employment.

Applicant's name (printed):

Applicant's Signature:

Dated:
