

**APPLICATION FOR CERTIFICATE OF EMPLOYMENT**

**LABOUR CODE ORDER 1992 SECTION 165**

**FIRST APPLICATION**

**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. 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: .....

    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 reason(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: Application that are not filled properly will not be considered.