

(A) Company Details (“The Company”) To be completed by Company Agent – PLEASE PRINT

Personal Credential Verification

Permission and Indemnity Declaration

Company Name: Western Cape Education Department Email: _____
 Branch Name: Recruitment and Selection Phone: _____

(B) Checks Required

Identity Checks

- Yimi
- ID Verification
- Citizenship Verification
- SA Work Permit
- Asylum Permit
- Bank Account Verification

Academic Qualifications

- Matric Pre 92 Umalusi
- Matric Post 92 Umalusi
- South Africa Qualification
- N-Levels
- Global Qualification

Enatis Checks

- Driver's Licence
- Professional Driving Permit
- Vehicle Information
- Title Holder Information

Credit Checks

- Transunion Credit
- Compuscan Credit
- Experian Credit
- XDS Credit

Employment Checks

- Fit & Proper
- FAIS Comprehensive
- Professional Associations
- Social Media Check

Criminal Checks

- Fraud Listing
- Criminal Record Check

Do you have any previous Charges

Yes No

If yes, please list: _____

Bureau ID Verification

Agent Name:

NOTE:

Required: Please select reason code from the list below

**Bureau Comprehensive
 Bureau Notices**

- ** 1. Employment in a position that requires trust and honesty and entails the handling of cash or finances
- 2. Verifying educational qualifications and employment
- 3. Fraud detection and fraud prevention services

(C) Personal Information

Surname: Maiden Name:

Full First Names: Date of Birth:

Primary ID No:

2nd ID / Passport:

Permit Number:

Res. Address: Code:

.....

(D) Qualification Information

To be completed by Candidate – PLEASE PRINT

	(1)	(2)	(3)	0
Qualification:				
Institution / School:				
Province / Address:				
Date Obtained:				
Student No:				
Certificate No:				
Exam No:				

(E) Indemnity Declaration

To be completed by Candidate – SIGN and DATE

I hereby authorize the Company's duly authorized verification agent, **Dots Africa**, to forward any personal information as well as any information that I have provided in support of my application to verification information suppliers acting on behalf of **Dots360** (including but not limited to the South African Police Services/Ideco, the Government of the RSA, and any educational, training, credit bureau and fraud prevention organizations) for the purpose of verifying my personal credentials and records. Authorized credential verification types include, but are not limited to, educational qualifications, professional membership, employment history, employment references, consumer credit, criminal record, drivers' license and fraud prevention checks. I authorize **Dots360's** verification information suppliers to furnish information regarding my credentials, whether claimed or not, to **Dots360** and the Company. I unconditionally indemnify **Dots360** and its verification information suppliers against any liability that may result from furnishing information in this regard. I understand that it is a condition of **Dots360's** verification information suppliers that this information is furnished by them solely for the purposes of my proposed / continuation of employment via the offices of the Company and that any information that is furnished to the Company and **Dots360** will be disclosed to me before a decision is made on my continued employment or application for employment. Furthermore, I authorize **Dots360** to host my fingerprints and, upon request and with my consent, to release criminal results to other organisations.

Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;

I understand that verification requests form part of the background screening process and: Data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.

I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.

Personal Information may be shared by the Verification Information Suppliers with Dots360 and be further stored and shared by **Dots360** with the Company

Personal Information may be stored for a reasonable period by the Company, **Dots360** and/or the Verification Information Suppliers, and I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.

A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.

I agree to indemnify the Responsible Parties, and Verification Information Suppliers, acting in good faith in taking all reasonable steps to process my Personal Information lawfully, against any liability that may result from the processing of my Personal Information. Provided, however, that this indemnity shall be of no force and effect in the event that my Personal Information is dealt with negligently or for any purpose for which it was not intended in terms hereof

.....
Candidate Signature

..... / /
DD MM CCYY

As the enquiring Agent of the Company, and in the case that this form instructs **Dots360** to provide consumer credit information, I hereby state that I understand the provisions of the National Credit Act (34 of 2005), section 70(2)(g), and the Regulations made in terms of the Act, section 18(4) and (5).

.....
AGENT SIGNATURE

..... / /
DD MM CCYY

All signatories to this document agree that **Dots360** will **NOT** be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to **Dots360** for the Company by **Dots360's** suppliers. The Company and the Candidate hereby indemnifies and holds **Dots360** harmless against any loss arising from neglect or damage in procuring, communicating or failing to communicate information to the Company