**DECLARATION**

**Disclosure of Information**

I, the undersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Identity number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

do hereby make oath and state that:

**INTRODUCTION**

1. I am an adult \_\_\_\_\_\_\_\_\_\_\_\_\_\_(male/female).
2. I confirm that the information as contained in this declaration is true and correct.
3. I further confirm that I am signing this declaration freely and voluntarily, without coercion of any kind, and with full knowledge and understanding of its contents.

**FULL DISCLOSURE**

1. I understand, acknowledge and agree that:
   1. The purpose of this form is to assist Trans-Caledon Tunnel Authority (“TCTA”) in selecting suitable candidates for vacant Board and/or Board Committee positions.
   2. All the information (including any additional relevant information provided in my Curriculum Vitae and/or any other forms or documents completed relating to the selection process) which I have and/or will provide to TCTA pertaining to, amongst other things, my credentials, references, qualifications, work experience, previous employment history, reasons for termination of my previous employment and any other information relevant to the vacant position/s has been fully disclosed and is true, current, complete, and accurate. I understand that I am obliged to ensure that TCTA is provided with any updated information and material changes to my information.
   3. I will be required to disclose any prior employment relationship or any other relationship I may have had with TCTA, or any of its associated or subsidiary companies as well as the reason for termination of such relationship.
   4. I will further be required to disclose any pending disciplinary action / incapacity processes being investigated or instituted against me, as well as any disciplinary record I may have with any previous employer.
   5. I will be required to disclose, in writing, fully and honestly any criminal and/or civil record I might have and/or pending criminal or civil matters which I am a party to. In the event that I become a party to any criminal or civil matter during the course of my tenure as Board member, I undertake to make a full disclosure to TCTA.
   6. During the selection process or during my possible tenure as TCTA’s Board and/or Board Committee member (should my application be successful), I will be obliged to disclose to TCTA whether I am or have become directly or indirectly related to a fellow employee of TCTA.

**SCREENING PROCESS**

1. I understand and provide my express permission that TCTA and/or anyone acting on their behalf, shall be entitled to conduct a screening process including:
   1. security and risk clearance, which may entail a verification of any criminal, civil judgments and past employment history;
   2. credit/financial record checks;
   3. criminal checks;
   4. contacting any of my referees and/or former employers to provide references and details relating to my employment or directorship (including but not limited to, my reasons for my leaving); and
   5. verification of personal details, including verification of qualifications and/or certificates (including but not limited to, contacting the qualification issuing bodies be they educational institutions, industry regulators or otherwise), credentials and references.
2. I will be required to have satisfactorily passed the screening process and related checks.

**TERMINATION OF APPOINTMENT**

1. I acknowledge and agree that TCTA may immediately terminate the selection process; any offer of appointment (should I be appointed to the Board and/or Board Committee) or terminate my appointment (should I have been appointed and started serving on the Board and/or Board Committee) in the event that it is found that I have failed to make complete and accurate disclosures of any information as aforementioned and/or misrepresented information in any way whatsoever.
2. Due to operational reasons, I acknowledge that I may be required to start serving on an expedited basis prior to the screening process having been completed.  I acknowledge that it will be a suspensive condition of my appointment that I pass the screening process. Accordingly, I acknowledge and agree that should I fail to satisfactorily pass the screening process, my appointment to the Board and/or Board Committee will automatically terminate.

**PERSONAL INFORMATION**

1. I understand and accept that, during the selection process, TCTA may be required to collect and process personally identifiable information about myself that may be used in connection with the selection process and potential appointment to its Board and/or Board Committee. In particular, TCTA may collect, process and use such personal information (including special personal information and credit information) to carry out and manage the selection process and for any other legitimate business purpose/s.
2. I acknowledge that any personal information supplied by me is provided voluntarily and that TCTA may not be able to comply with its obligations if the correct personal information is not supplied to them.
3. I understand that privacy is important to TCTA, and that TCTA will use reasonable efforts in order to ensure that any personal information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law.
4. I understand and agree that TCTA may process and use my personal information in order to carry out and manage the business of TCTA, to comply with its legal obligations and to protect its legitimate business interests.
5. In particular, I agree that TCTA, or anyone acting on its behalf, shall be entitled to conduct criminal and/or civil record checks and/or other checks (such as reference, qualification, or credit checks) from time to time, at its discretion. In respect of security checks, I hereby consent for the South African Police Criminal Records Centre to furnish to TCTA at any time all information regarding any criminal background, criminal history, previous convictions and other relevant information pertaining to myself.
6. I understand and agree that my personal information may, from time to time, be shared with vendors who process data on behalf of TCTA and the like.
7. By submitting any personal information to TCTA in any form I acknowledge that such conduct constitutes an indefinite unconditional, specific and voluntary consent to the processing of such information by TCTA and/or relevant third parties.
8. Personal information may be shared between TCTA or any of its agents and may further be shared with the verification information suppliers for verification or other legitimate purposes.
9. I acknowledge that:
   1. I may withdraw any consent provided in terms of this declaration;
   2. Copies of personal information kept by TCTA will be furnished to me upon request in terms of the provisions of the Protection of Personal Information Act.
10. I agree to indemnify TCTA and/or the verification information suppliers against any liability that may result from the processing of personal information. This includes unintentional disclosures of such personal information to – or access by – unauthorised persons, and/or any reliance which may inadvertently be placed on inaccurate personal information provided by myself to TCTA and/or any third parties.

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| --- | --- |
| **A.** **DETAILS OF THE ADVERTISED ROLE** | |
| Position applied for |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B. B.** **PERSONAL DETAILS** | | | | |
| Surname |  | | | |
| First Names |  | | | |
| ID or Passport Number |  | | | |
| Race | African | Coloured | Indian | White |
| Gender | | | Female | Male |
| Do you have a disability? | | | Yes | No |
| If yes, elaborate |  | | | |
| Are you a South African citizen? | | | Yes | No |
| If no, what is your Nationality? |  | | | |
| Work Permit Number (if any): |  | | | |
| Do you hold a professional membership with any professional body? If yes, provide information below Yes | | | | No |
| Professional Body: | Membership Number: | | Expiry Date | |

|  |  |  |
| --- | --- | --- |
| **C.** **DISCIPLINARY RECORD** | | |
| Have you been dismissed for any form of misconduct? | Yes | No |
| If yes, Name of Employer: | | |
| Type of a Misconduct/Transgression: | | |
| Date of Dismissal/Disciplinary case finalised: | | |
| Award/sanction: | | |
| Did you resign pending finalisation of disciplinary proceedings? If yes, provide details on a separate sheet. | Yes | No |

|  |  |  |
| --- | --- | --- |
| **D.** **CRIMINAL RECORD** | | |
| Were you convicted of a criminal offence involving financial misconduct, fraud or corruption? If yes, provide details on a separate sheet. | Yes | No |
| If yes, type of criminal act: | | |
| Date criminal case finalised: | | |
| Outcome/Judgment: | | |

|  |  |  |
| --- | --- | --- |
| **E. VERIFICATIONS** | | |
| I give my consent for the following confidential verifications to be conducted: | | |
| Credit Record | Yes | No |
| Criminal Record | Yes | No |
| Qualifications | Yes | No |

Signed at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (applicant signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)