

## STEPS TO APPLY FOR EMPLOYMENT ONLINE KIOSK: LEARNING OPPORTUNITIES

### STEP 03 Terms and conditions: User must accept the disclaimer and submit

#### TERMS AND CONDITIONS

- Please read this carefully. By accepting the Terms Conditions you will have access to the Employment Services of South Africa programme.
- You expressly agree that use of the Employment Services for South Africa (ESSA) website is entirely at your own risk. The website and its contents are provided on an "as is" and "as available" basis and the Department of Labour (DOL) makes no representations or warranties of any kind, whether expressed or implied, including without limitation with respect to the website, its contents, the accuracy thereof, or any warranties or representations regarding the effectiveness of any security or encryption facilities or with regard to the availability of products and/or delivery arrangements and times.
- DOL reserves the right at any time and from time to time, to modify the website with notice to registered users provided via SMS or e-mail and immediately in the event of technical difficulty users should contact PES@labour.gov.za
- The DOL disclaims all representations and warranties, including but not limited to warranties as to the availability, accuracy or content of information, products or services, and warranties of or fitness for a particular purpose of information or services.
- The DOL does not warrant that the functions provided by the website will be uninterrupted or error free, or that the website or the server that

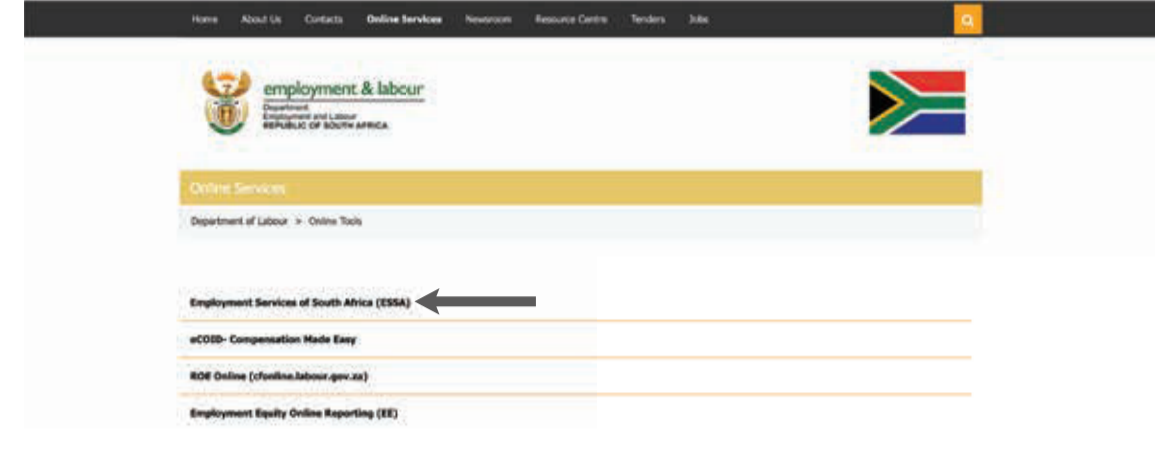
Do you agree to the terms and conditions of use?

I accept the disclaimer

I decline the disclaimer

**Submit**

### STEP 01 Access: <http://www.labour.gov.za/Online-tools>



### STEP 02 Choose "Individual" and "Click here to register"

Welcome to the Essa website. Please select the appropriate service and register.

#### Individual

Are you an individual that is looking for a learning or work opportunity? This website will help. Once you have registered and logged in you will be able to search our database for available positions.

Once you have captured your CV we will help to match you to potential employers. If this is your first visit please create your profile by clicking the link on the left hand panel "REGISTER INDIVIDUAL".

**CLICK HERE TO REGISTER**

If you have already registered please login using the orange block on the top of the right hand panel.

Good Luck!!

### STEP 04 Complete personal details and provide security text

#### Register as an individual

Registration form for Individual

**ID Number**

**Surname**

**Email Address**

**Please replicate the security text you see below**

**ilwarm**

**Cancel Register**

### STEP 05 Complete username (RSA ID number) and password (Receive password via email) Tip: "Copy and paste the password as received in the email when logging in"

**Log In**

**Username**

**Password**

**Login** **Forgot Password**

### STEP 06 Ensure to capture all personal details, contact details, education and employment history

#### Employment Services of South Africa

Email Us

User: MAPHANGA

I WANT TO...

Dashboard

Log out

View Individual

Personal Details

Contact Information

Education & Training

Employment History

About Individual

View and Print CV

Search Opportunity

Link an Organisation

Change Password

Click on these tabs to Capture or Update your CV

Once captured or updated your CV, Click this tab to Search and Apply for opportunities

### STEP 07 Search for opportunities by clicking on "Advanced search"

Search an Opportunity

**Province**

**Opportunity Name**

**Opportunity Type**

**Placement Type**

**Close Date (DD/MM/YYYY)**

**Open Date (DD/MM/YYYY)**

**Search** **Cancel**

Advanced search for Opportunity

### STEP 08 Enter the Reference number then click "Search"

I WANT TO...

Search an Opportunity

**Opportunity Reference**

**Trade Name**

**Opportunity Name**

**Placement Type**

**Province**

**City/Town**

**SETA**

**Industry**

**Major**

**Sub-Major**

**Minor**

**Unit**

**Occupation**

**Specialisation**

**Experiences years**

**Search** **Cancel**

### STEP 09 View details

I WANT TO...

Dashboard

Log out

View Individual

Personal Details

Contact Information

Education & Training

Employment History

About Individual

View and Print CV

Search Opportunity

Link an Organisation

Change Password

Showing 1 to 1 of 1

Job Name	Description	View
brick layers	Contract position in industry	<b>View</b>
Experience: 0		
Postcode: DDT TC BUSINESS ENTERPRISE C C on 04/04/2024 Ref: GAP-BOKS-26271818-20240404-1		

**Cancel**

### STEP 11 Click Apply

View Opportunity

**Apply** **Cancel**

Thank you for applying to the opportunity. Your CV is being screened by the Department of Labour to ensure that you do match the requirements of the registered opportunity, before it will be released to the organisation. Should you not receive any communication within 6 weeks of applying, your application is deemed as unsuccessful.

**Opportunity Details** **Criteria: Personal** **Criteria: Qualifications** **Criteria: Work**

**Opportunity Type** Formal Job

**Opportunity Name** brick layers

**Opening Date for Applications (DD/MM/YYYY)** 05/04/2024

**Closing Date for Applications (DD/MM/YYYY)** 28/06/2024

**Employment Type** Contract

**Opportunity Description** plumber ALBERTON

**Reference Number** GAP-BOKS-26271818-20240404-1

**Number of positions available** 3

**Maximum Number of CV's sent to organisation** 6

**Number of CV's Requested** 6

### STEP 12 Gauteng Opportunities and Reference Numbers

Opportunity Reference Number in ESSA	Opportunity Name
GAP-CENT-21833737-20240403-1	KFC Learnership
GAP-SAND-23521830-20240403-1	Services Station Operations
GAP-SAND-83073951-20240404-2	Merchandising and Distribution
GAP-SAND-23521830-20240403-3	National Certificate Operations
GAP-RAND-18387357-20240404-1	Business Practice 1
GAP-JOHA-22577491-20240403-2	Contact Centre 2
GAP-JOHA-22577491-20240403-2	Contact Centre 3
GAP-JOHA-19165048-20240403-1	Real Estate
GAP-JOHA-26878852-20240403-1	Plant Production
GAP-JOHA-26878852-20240404-1	Furniture Making Skills Programme
GAP-GERM-28627369-20240404-2	New Venture Creation
GAP-JOHA-71796169-20240404-1	Project management
GAP-VERE-26856867-20240404-1	Poultry Production
GAP-VERE-26856867-20240404-2	Farm Management
GAP-JOHA-22028528-20240403-1	Business Incubation
GAP-MDR-11761466-20240403-1	LAP Finance and Administration Officer
GAP-MDR-11761466-20240403-2	LAP Finance and Administration Intern
GAP-MDR-11761466-20240403-3	LAP Entrepreneurship Training and Mentorship
GAP-BOKS-26271818-20240404-1	Brick layers
GAP-GERM-71796169-20240403-1	Lafhe Operator
GAP-KEMP-71796169-20240403-1	Plumbing Training
GAP-MDR-18356419-20240403-1	MARKETING AND COMMUNICATION INTERNSHIP

### STEP 10 View details of opportunity and ensure that you comply with the requirements

View Opportunity

**Apply** **Cancel**

**Opportunity Details** **Criteria: Personal** **Criteria: Qualifications** **Criteria: Work**

**Opportunity Type** Formal Job

**Opportunity Name** brick layers

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**Opportunity Details**  
This refers to the opportunity details (Name of opportunity, Duration, etc)

**Criteria: Personal**  
This refers to all requirements link to personal (Race, Gender, Age, Language, etc.)

**Criteria: Qualification**  
This refers to all educational requirements (School and Higher Education)

**Criteria: Work**  
This refers to either an Occupation or Work experience required

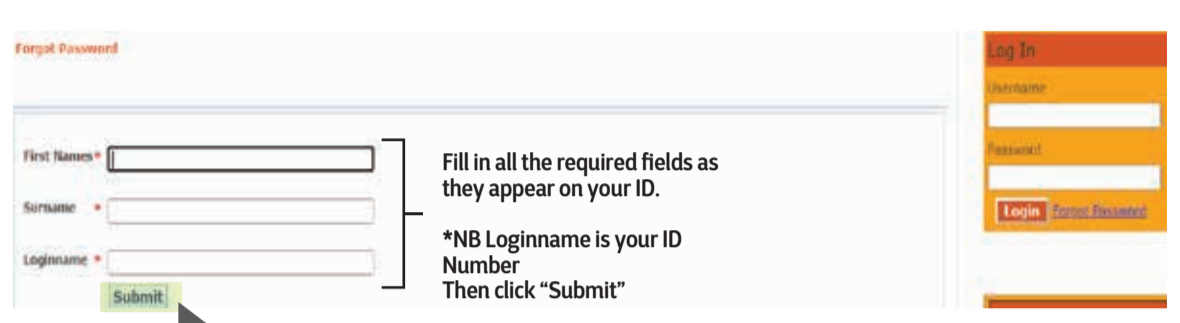
## STEPS TO REST YOUR ESSA PASSWORD

### STEP 01 | How to reset your ESSA Password




On the right side of the screen you should see an orange box with the login username and password. Click on the "Forgot password" hyperlink.

### STEP 02 | How to reset your ESSA Password



Fill in all the required fields as they appear on your ID.  
\*NB Logname is your ID Number. Then click "Submit"

### STEP 03 | How to reset your ESSA Password



Check your Emails

Password sent Successfully!!

Your request for new password was processed successfully. Your new password is: \*\*\*\*\*

### Contact Details

Feel free to Email us if you experience any ESSA System technical difficulties at: [PES@labour.gov.za](mailto:PES@labour.gov.za) or call the call centre 086 010 1018