



ICBLM CHECKLIST FOR WORK VISA APPLICATION

APPLICANT:

DATE:

GUIDELINES	YES	NO	N/A
A1. Documentation by Applicant employer			
1. General (Individual) Work Visa (GWV) Application			
1.1. Application form: Dept. of Labour "Register an Organisation/Opportunity ESSA" form;			
1.2. Work Visa Application Form.			
1.3. Labour Migrant's ID photo: The applicant's portrait ID photo is affixed to the work visa application form if labour migrant already identified;			
1.4 Job description of the vacancy applied for.			
1.5. 'SAQA Certification of Evaluation': If the applicant labour migrant has academic qualification certificates acquired abroad, a 'SAQA Certification of Evaluation' duly signed by a competent SAQA authority and indicating the South African equivalent(s) must be attached;			
1.6. Contract of Employment: A duly completed and signed contract of employment document should be attached to the application package (Employer);			
1.7. Workplace Skills Plan (WSP) submitted-for designated employer-(as defined in the Employment Equity Act (No. 55 of 1998);			
1.8. Employment Equity Plan (EEP) submitted- for designated employer;			
1.9. Copy of a job advert (National Newspaper)			
1.10. Copies of CVs of candidates interviewed for the post(s)			
1.11. Interview notes: Selection interview notes by the employer indicating the rationale for recruited local citizens not being suitable for the vacant post or reasons for the locals not being considered at all;			
1.12. Copies of existing visa(s) valid or expired: Copies of existing visas should be attached to the work visa application.			
A2. RS&R & IES Reports by DoL PO & LC			
1.13. ESSA dBase Labour Search Results: Total matched, referred and outcome.			
1.14. NGO's/CBO's Report: Written evidence of labour search from Traditional Leaders/Community Leaders/Ward Councilors/Community based organization and NGOs (especially in Agricultural Sector)			
1.15. Pea's Report: Written evidence of labour search from, at least, one relevant private recruitment agency, e.g. KELLY, PAG etc.;			
1.16. Sectoral Organizations/Professional Bodies Report: Written evidence of labour search from sectoral organizations/Professional Bodies (see list for examples on next page);			
1.17. IES Report: Indicating the inspection findings and compliance status.			
B1. Documentation by Applicant employer			
2. Corporate (Group) Visa (Cor.V) Application			
2.1 Application form: Dept. of Labour "Register an Organisation/Opportunity ESSA" form;			
2.2 Work Visa Application Form.			
2.3 Job description(s) of the vacancies applied for and the total numbers required per job category, e.g. one tractor driver and fifty fruit pickers, one rock blaster and hundred mine workers or two land surveyors and twenty construction workers on the application form;			
2.4 'SAQA Certification of Evaluation': If the applicant labour migrant has academic qualification certificates acquired abroad, a 'SAQA Certification of Evaluation' duly signed by a competent SAQA authority and indicating the South African equivalent(s) must be attached;			
2.5 Salary benchmarking: Check what each category of labour will be paid for as per contract of employment;			
2.6 Contract of Employment: A duly completed and signed contract of employment document should be attached to the application package (Employer);			
2.7 Workplace Skills Plan (WSP) submitted-for designated employer;			
2.8 Employment Equity Plan (EEP) submitted- for designated employer;			

2.9 Copy of a job advert (National Newspaper)			
2.9.1. Seasonal workers in Agricultural Sector (Local Newspaper)			
2.10. Copies of CVs of candidates interviewed for the post(s)			
2.11. Interview notes: Selection interview notes by the employer indicating the rationale for recruited local citizens not being suitable for the vacant post or reasons for the locals not being considered at all.			
2.12. Copies of existing visa(s) valid or expired: Copies of existing visas should be attached to the work visa application.			
B2. RS&R & IES Reports by DoL PO & LC			
2.13. ESSA dBase Labour Search Results: Total matched, referred and outcome.			
2.14. Paa's Report: Written evidence of labour search from, at least, one relevant private recruitment agency, e.g. KELLY, PAG etc.:			
2.15. NGO's/CBO's Report: Written evidence of labour search from sectoral organizations/Professional Bodies (see list for examples on next page)			
2.16. Sectoral Organizations/Professional Bodies Report: Written evidence of labour search from sectoral organizations/Professional Bodies (see list for examples on next page):			
2.17. IES Report: Indicating the inspection findings and compliance status.			

EXAMPLES SECTORAL BODIES

No.	Professional Bodies	Contact Numbers.	YES	NO	N/A
1.	South African Council for Social Services Professions (SACCSP)	012 356 8300			
2.	South African Council for Educators (SACE)	012 663 9517 / 086 1007 223			
3.	South African Nursing Council (SANC)	012 420 1000/ 012 426 9599			
4.	South African Graduates Development Association (SAGDA)	011 333 0761 / 0759			
5.	National Youth Development Agencies (NYDA)	012 322 1375			
8.	South African Council for Quantity Surveying Profession (SACQSP)	011 312 2560/1			
9.	South African Council for Professional and Technical Surveyors (PLATO)	011626 1040			
10.	South African Council for Project and Construction Management Professionals (SACPCMP)	011 318 3405			
11.	SETAs: e.g. Manufacturing, Engineering and Related Services Sector Education and Training Authority (MERSETA)	011 484 9310			
12.	NGOs				

**NB: The Department of Basic Education is exempted from advertising-Post level 1
The farmers can only advertise on a local newspaper for the recruitment of farm workers.**

Comments



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

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