

DEPARTMENT OF LABOUR

(Confidential)
Declaration by employee

PLEASE READ THIS FIRST



Purpose of this form

This form is used to obtain information from employees for the purpose of assisting employers with conducting an analysis on the workforce profile. Employers should use this form to ascertain which employees are from designated groups in terms of the Employment Equity Act, 55 of 1998.

Who fills in this form

Employees should fill in this form.

Instructions

Employers must ensure that the contents of this form remain confidential, and that it is only used to comply with the Employment Equity Act, 55 of 1998.

'People with disabilities' are defined in the Act as people who have long-term or recurring physical or mental impairment, which substantially limits their prospects of entering into, or advancement in employment.

1. Name of employee : _____

2. Employee staff No: _____
(This is the number that an employer/company/organization uses to identify an employee in the workplace.)

3. Please indicate to which categories you belong:

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>				
African	<input type="checkbox"/>	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>
Foreign National:	<input type="checkbox"/>						
If you are not a citizen by birth, please indicate the date you acquired your citizenship:							
Person with a disability:	<input type="checkbox"/>						
Specify nature of disability: _____							

4. I verify that the above information is true and correct.

Signed: _____
Employee

ID No: _____

Date: _____