

Step 1: Please complete and sign the consent form.

Step 2: Email the consent form to ownerdriverprogramme@unitrans.co.za

NOTES:

1. In order for the company to conduct any background checks, your permission is required by signing this consent form and returning it to the relevant person responsible for Owner Driver recruitment.
2. The applicant must submit, with this form, a clear copy of their ID/ passport, driver's license and documentation evidencing the minimum requirements and to allow for screening. **The applicant to complete page 5 and the Line Manager completes page 6.**
3. Ensure the applicant's name and signature is recorded on the bottom of each page contained in this document.
4. The company and its third-party service providers comply with the Protection of Personal Information Act, No 4 of 2013.

SECTION A – UNDERTAKING BY APPLICANT**1. CONSENT & DISCLAIMER**

In the light of the high degree of trust required for recruitment as an Owner Driver, by signing this document you, agree to the following:

- That the company may enquire or conduct reference checks concerning my employment history prior to and/or during my employment (if relevant). The company may provide basic information concerning my period of employment (if relevant) to other employers or employer bodies seeking or retaining such information for the purpose of the company or other employers confirming my employment. This may include but is not limited to remuneration, performance and disciplinary details during my employment.
- That any authorized authority or institution may furnish the company with full details concerning any previous convictions and/or any other relevant information in their possession and/or any decisions, judgments or orders given by a court against me, if any. I also agree that the company may take my fingerprints and place them at the disposal of any other authorised institution for the purposes of obtaining the information referred to in this paragraph.
- That the company may conduct a credit check enquiry concerning my credit record with any credit Information company or service of their choice where related to the job.
- That the company may conduct the relevant drivers licence and PrDP validation checks and an enquiry concerning my status in terms of AARTO demerit points position with any registering authority or driving licence testing centre.
- That the company may require me to undergo any relevant assessments to determine my suitability for recruitment as an Owner Driver.

Applicant Initials & Surname

Applicant Signature

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- I hereby agree to undertake any other relevant tests and/ or assessments (including but not limited to polygraph tests) and as may be required by the company prior to recruitment, during investigations and/ or for any other purpose during the period that I am contracted as an Owner Driver with the company.
- By submitting your application, you agree to be bound by the company's applicable policies. You agree that your Personal Information may be collected and processed by the company, any applicable third party, and where necessary, any other verification service provider for the express purpose of conducting verification and / or screening checks on suitability, qualifications, skills or research and publication records or listings.

2. INDEMNITY

- I hereby authorize the company's duly authorized verification agent to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references, criminal record, accident record, disciplinary record, fraud prevention, ID verification and drivers' licences.
- I consent to requests for consumer credit information to be released for the below prescribed purposes only:
 - For recruitment into a position of trust and honesty and entails the handling of cash or finances;
 - Vehicle finance applications;
 - Fraud prevention or detection.
- I understand that verification requests form part of the background screening process and vehicle finance application process and:
 - That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA;
 - Data obtained from the FSB serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act and NCA.
- 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.
- I understand that privacy is important to the Responsible Parties and the Responsible Parties 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 and for the purposes I have authorised.
- I warrant that all information, including Personal Information, supplied to the company is accurate and current and agree to correct and update such information when necessary.
- By submitting any Personal Information to the company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal

Applicant Initials & Surname

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Information in the following manner by the company and/or verification information suppliers and relevant third parties:

- Personal Information may be shared by the company with the duly authorised verification agent and may be further shared by such agent with the Verification Information Suppliers for verification or other legitimate purposes;
 - Personal Information may be shared by the Verification Information Suppliers with authorised verification agent and be further shared by such agent with the company and other clients for purposes of recruitment as an Owner Driver or for other legitimate purposes as per the NCA;
 - Personal Information may be shared with vehicle finance third parties and / or the Owner Driver management company for the obtaining of vehicle finance for myself and / or finalisation of documentation for my recruitment as an Owner Driver with the company or other legitimate purposes;
 - Personal Information may be stored for a reasonable period by the company and/or the Verification Information Suppliers, vehicle financiers and management company, and
 - Personal Information may be transferred cross-border to countries, which do not necessarily have data-protection laws similar to South Africa, for verification or storage purposes. In any cross-border transfer of personal information the recipient will be notified of the need to protect the confidentiality of the personal information.
- 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 unconditionally agree to indemnify the Responsible Parties, Operators and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my Personal Information lawfully, against any liability that may result from the processing of my Personal Information. This includes unintentional disclosures of such Personal Information to, or access by unauthorized persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated Personal Information, provided to the company by myself or by a third party in respect of me.

3. UNDERTAKING

I also understand that my consideration for recruitment as an Owner Driver will be subject to me supplying the company with certified copies of my qualifications, identity document, drivers licences and an acceptable medical certificate (where required by the company and permitted in terms of current legislation), and any other information required by the company for the purpose of this application.

Applicant Initials & Surname

Applicant Signature

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4. POPI ACT - SECURITY OF YOUR DATA

The company takes reasonable care to ensure the privacy and integrity of your Personal Information. Personal Information means any information that may identify you as a natural person, which may include: information relating to your name, identity number, gender, race, sex, marital status, age, disability, language, educational, criminal and employment history.

The company will maintain, and will require, all third-party processors with which the company engages or may engage, to maintain appropriate physical, technical and organizational measures to protect your Personal Information against accidental, unauthorized or unlawful processing, destruction, loss, alteration, disclosure or access.

Personal Information is collected solely for the purpose of recruitment as an Owner Driver and obtaining vehicle finance for myself.

All information provided will be stored in databases in accordance with the company's records management policies and will be used only for the purpose of evaluating my application.

Please Complete Section B

Applicant Initials & Surname

Applicant Signature

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SECTION B – CANDIDATE DETAILS

Business Unit		Contract/ Depot	
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EDUCATION DETAILS

QUALIFICATION	INSTITUTION	YEAR				STUDENT NR
		Y	Y	Y	Y	
		Y	Y	Y	Y	
		Y	Y	Y	Y	
		Y	Y	Y	Y	

PERSONAL DETAILS

Full names:		Surname:	
ID number:		Maiden Name:	
Current Passport Number:		Previous Passport Number:	
Date of Birth:		License Number:	
Contact Number:		E-mail:	
Nationality:		Race:	A C I W
Date:	Y Y Y Y M M D D	Signature:	

RESIDENTIAL ADDRESS

Unit number			
Complex name			
Street number			
Street name			
Suburb			
City			
Province			
Postal code			
Previous Conviction	Y	N	Conviction Comments N/A Conviction Comments

Conviction Comments

SECTION C – OFFICE USE - AGENT

Captured by the Agent on	Y	Y	Y	Y	M	M	D	D	At	
Captured by							Signature			

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SECTION D – TO BE COMPLETED BY LINE MANAGEMENT

TYPES OF CHECKS REQUIRED TO BE CONDUCTED ON APPLICANT		LINE MANAGER (Indicate with ✓)
Criminal Check – need fingerprints (refer to scanners available) Check to be selected: <i>Criminal by AFIS Standard with ID Check</i>		**Fingerprints scanned
Validation of ID/ Passport (attach copy of ID/ Passport) Check to be selected: <i>ID Verification / Visa Verification</i>		**ID/Passport attached
Validation of Drivers License (attach copy of Drivers License) Check to be selected: <i>Drivers Licence and Professional Drivers Permit</i>		**License attached
Credit Check		
Reference Checks		
Psychometric Assessment		
AARTO Status Check		
Accident Record Check		
Disciplinary Record Check		
Other Specify:		
Other Specify:		

Requesting Manager		Signature		Date	Y	Y	Y	Y	M	M	D	D
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SECTION E – OFFICE USE

Results received and feedback given to BU				Y	Y	Y	Y	M	M	D	D
Received by		Signature									

Applicant recommended for recruitment as Owner Driver										YES	NO
Comments:											

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Applicant Signature

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