ENCLOSURES FOR APPLICATIONS (EMPLOYEES)

- ORIGINAL ADVERT
  - Remunerations
  - Number required, closing date
  - Employers name and services provided by the company/employer
  - Address, phone numbers
  - Qualifications required
  - Experience, circulate for 14 days (for locals to see it)
  - Physical location (Plot No)
  - Job Title
  - Job Summary
  - Closing date must clearly be indicated
  - It should circulate for 14 days and will be valid for 6 months

- Certified copy of valid passport (DATA PAGE)
- Original Medical Report (FORM 3)
- Form 15
- Copy of birth certificate certified by issuing office
- Letter of application for work (signed)
- Copies of supporting documents from relevant professional and or regulatory bodies certified by issuing office
- Copies of relevant educational certificates certified by issuing office (all certificates should be translated to English and Authorized by issuing authority)
- Covering Letter
- Appointment letter/letter of offer/contract letter inclusive of physical address and contact numbers of an employer
- Curriculum vitae (CV)/Resume
- Three recent passport size photographs clearly and correctly depicting an applicant’s features (photographs to be taken at the time of an application 30 x40mm). Photographs should have a white background.

- Medical Field
  - Permission from Botswana
  - Nursing Council, Midwifery
  - Council of Botswana or Ministry of Health

- Teaching
  - Permission to teach From Ministry
  - Of Education or Clearance
  - From BOTA for Vocational Training
  - Or Clearance from Tertiary Education Council
- Nurse Aids/Care Taker - Letter from Patient’s Doctor
- Extra Heavy Duty Driver - Copy of Botswana Driver’s License
  Or Classification Form from Department of Road Transport & PRDP License
  - Motor Vehicle Registration Books
  - And BA Permits for both Vehicles and Trailers
  - PA Permits for Public Transport
- Accountants - Clearance from Botswana Institute of Accountants
- Footballer - Clearance from Botswana Football Association, Premier League
- Pilots - Clearance from Civil Aviation
- Farm Worker - Title deed/Lease Agreement/Land Certificate, Certificate of Incorporation,
  Form 2 or 13, 14. Certified Omang copy
- Herd girl / Herd boy - Certified Employers ID, Certified copy
  - Brand certificate & Proof of livestock
  - Ownership from Veterinary Dept

- FEES
- P1500.00 (RESIDENCE PERMIT), P1500.00 (WORK PERMIT)
- TRUE COPIES & DUPLICATES, P1500.00 EACH
- Appeal - P500.00 (WORK PERMIT), P500.00 (RESIDENCE PERMIT)

- RENEWALS
  FOR RENEWALS BRING THE ABOVE PLUS:
  - Letter of renewal of contract
  - Copies of both work & residence permits certified by issuing office OR Original permits if permits have already expired and are about to expire in due course.

- LATE SUBMISSION OF RENEWAL- PENALTY P500.00 + P20.00 EACH DAY AFTER EXPIRY OF PERMITS

- N.B: All copies must be certified (not copies of certified copies) and certification should be less than 3 months certified.

- All renewal applications must be submitted (3) months before expiry of permits.

- ALL APPLICATIONS TO BE SUBMITTED SHOULD BE BINDED TOGETHER.

CHECKED BY: -------------------------- DATE: ------------------- SIGNATURE: ---------