

<b>KOMATSU</b>	<b>Memorandum</b>	<b>MO17-HR-APP-1.0</b>
<b>23 January 2025</b>	<b>Subject: - Komatsu UGHR-SA Apprenticeship Program</b>	<b>From: - HR Manager</b>
<b>To: - All Komatsu UGHR-SA Employees, and the South African Public</b>		

Dear Colleagues, *et al.*

I'm proud to announce that the Komatsu Underground Hard Rock South Africa ("Komatsu UGHR-SA") Apprenticeship Program applications are now open.

Apprenticeship Program have always been something of interest and practice within our business, as we believe that it creates a diverse and flexible pool of employees who have the specific skills needed in our workplace. Our success undoubtedly stems from the incredible people who make up our team, and we take immense pride in prioritizing skills development within our business. We are confident that this Apprenticeship Program will play a vital role in driving employment creation across South Africa.

#### **Details:**

- Start date: Tuesday, 01 April 2025
- Duration: Three (3) years
- Location: Gauteng – Boksburg / Kempton Park / Germiston

#### **Key highlights:**

- The Apprenticeship Program will provide training to aspiring artisans (Auto-Electricians, Boilermakers, Diesel Mechanics, Fitter and Tuners, Millwrights, and Welders);
- The majority of the apprentices to be enrolled in the Apprenticeship Program will be Historically Disadvantaged Persons (HDPs); and
- Employment opportunities within GHH South Africa will, subject to things like business needs and performance, be available to apprentices who have satisfactorily completed the Apprenticeship Program. For those to whom we cannot offer employment opportunities, certain assistance will be provided (e.g. drafting of CVs, and interview preparation skills).

#### **Minimum requirements:**

- At least sixteen (16) years of age.
- National Senior Certificate (Matric).
- N2 would be advantageous.
- Clear criminal record (MIE verification will be conducted).
- Medically fit (medical assessments will be conducted annually).

#### **How to apply:**

- Applications:-
  - Will be accepted up until **17h00, on Friday, 31 January 2025**
  - Will need to be sent via email to [apa@ghhmm.co.za](mailto:apa@ghhmm.co.za)
  - Will need to include:
    - A motivation / cover letter

- CV
- Certified ID copy
- Certified highest qualification
- Completed **Apprenticeship Program Application Form** (attached to this memo)

**Important to note:**

- Applicants will, in our sole discretion, be required to be assessed and interviewed for enrolment in the Apprenticeship Program.
- Successful applicants can expect a sponsored three (3) year apprenticeship with a monthly stipend regulated by the Metal Engineering Industries Bargaining Counsel (MEIBC).
  - It should however be noted that the Apprenticeship Program will be terminated should An apprentice fail to successfully complete either of the three (3) years of study, for whatever reason.
- Regrettably;-
  - Any and all applications received outside of the application period will not be considered, unless we communicate to you that the application period has been extended or amended.
  - Any and all applications received that do not have all the required documentation attached as mentioned under “How to apply” will not be considered.
  - There is naturally only a limited number of places available in our Apprenticeship Program, and thus, if you haven’t been contacted by 07 February 2025, consider your application unsuccessful.

**Protection of Personal Information Act (POPIA):**

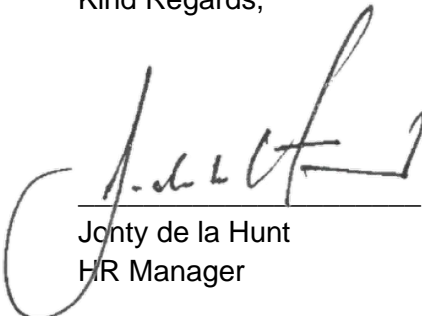
Respecting and protecting your personal information is highly important to us, and thus applicants can be rest assured that Komatsu UGHR-SA will use the gathered information for its intended purposes only, adhering fully to the Protection of Personal Information Act (POPIA).

The information collected during the recruitment process of the Apprenticeship Program will be held within the HR Department, and only for the necessary period. Information collected from successful applicants will be kept on file, whereas the information collected from unsuccessful applicants will be destroyed. By applying for this Apprenticeship Program, you consent to Komatsu UGHR-SA using your information to its sole discretion.

If you, or someone that you know, is interested and eligible to apply, please ensure that your applications are submitted in the format mentioned above, before the deadline date.

Good luck! We look forward to welcoming your applications!


Kind Regards,



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Jonty de la Hunt  
HR Manager

*Komatsu UGHR-SA reserves the right to amend company protocol in the best interest of the company and its employees, as and when new information is received.*

	Apprenticeship Program Application Form	Document No.: HR-P11-F01
	Prepared by: HR Dept.	Revision No.: 00
	Information Category: Public	Revision Date: January 2025

# APPRENTICESHIP PROGRAM APPLICATION FORM

**CONFIDENTIAL**

	Apprenticeship Program Application Form	Document No.: HR-P11-F01
	Prepared by: HR Dept.	Revision No.: 00
	Information Category: Public	Revision Date: January 2025

## INTRODUCTION

Please answer the provided questions honestly, and as accurately as possible, as this data will be attached to your profile, and deemed truthful and correct. Although we'd prefer you to complete every question asked, questions of a personal or irrelevant nature may be skipped or left open.

## PURPOSE

Respecting and protecting your personal information is highly important to us, and thus applicants can be rest assured that Komatsu Underground Hard Rock South Africa ("Komatsu UGHR-SA") will use the gathered information for its intended purposes only, adhering fully to the Protection of Personal Information Act (POPIA).

The information collected assists Komatsu UGHR-SA in understanding the background of the candidate and saves time by eliminating mandatory questions during the interview process. By signing and agreeing to this document, you give Komatsu UGHR-SA consent to collect, review and process any personal information that you have provided to the company.

Please note that should you not be selected for the Apprenticeship Program, this document will be destroyed (i.e., deleted and shredded), and Komatsu UGHR-SA will retain no personal information about you as an individual on our premises. However, should you be successful, the information on this document will be kept on record as part of your personal profile.

By completing this document, you understand and agree that POPIA serves the right to privacy, and you consent to have your personal information processed accordingly, as and when needed by Komatsu UGHR-SA.

This Apprenticeship Program Application Form and the information contained herein is highly confidential and will only be disclosed with those that form part of the interview panel and will be stored in the HR department only. No alterations or duplications of the form will be made.

## DISCLAIMER

I, \_\_\_\_\_, ID No.: \_\_\_\_\_, hereby declare that the information stated in this document is true and correct to my knowledge and that I give Komatsu UGHR-SA consent to collect, review and process my personal information.

I understand that any false information will result in this application being disqualified.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



## APPLICANT DETAILS

1. Name and surname: \_\_\_\_\_
2. Initials: \_\_\_\_\_
3. Preferred name: \_\_\_\_\_
4. Birth Date: \_\_\_\_\_
5. Gender: \_\_\_\_\_
6. Ethnicity: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. ID/Passport Number: \_\_\_\_\_
9. Physical Address: \_\_\_\_\_  
\_\_\_\_\_
10. Contact Number: \_\_\_\_\_
11. Email Address: \_\_\_\_\_
12. First language: \_\_\_\_\_
13. Other languages: \_\_\_\_\_

Select at least three trades which you wish to apply for, by ranking them in order of preference as per the example below, where "1" is most preferred, "2" is second choice and "3" is third choice:

Example:

3	Auto-Electrician		Welder	1	Boilermaker		Diesel Mechanic	2	Fitter & Turner		Millwright
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Your selection:

	Auto-Electrician		Welder		Boilermaker		Diesel Mechanic		Fitter & Turner		Millwright
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## PERSONAL QUESTIONS

**QUESTION 1:** Please indicate your age at time of completing this form?

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**QUESTION 2:** Please select your marital status (tick):

<input type="checkbox"/>	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>	Co-habiting
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**QUESTION 3:** Please select the period applicable to answer no.2, above?

<input type="checkbox"/>	0 – 1 Year	<input type="checkbox"/>	1 – 2 Years	<input type="checkbox"/>	2 – 3 Years	<input type="checkbox"/>	3 – 5 Years	<input type="checkbox"/>	5 + Years
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**Question 4:** Do you have children? If no, ignore. If yes:

How many?

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How old are they?

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**QUESTION 5:** Are you paying maintenance for your child/ren?

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**QUESTION 6:** Do you have any dependants that you are financially responsible for? If so, whom?

Name & surname	Age	Relationship



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**QUESTION 7:** Are you aware of any conditions, medical or other, that may require extended time off from work in the near future?

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**QUESTION 8:** Describe your living arrangements (e.g., do you stay alone, with extended family or with your spouse and/or children):

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**QUESTION 9:** Do you consume alcohol? If yes, how many times a week?

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**QUESTION 10:** Do you smoke?

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**QUESTION 11:** Do you have a criminal record and/or a pending case? If yes, please elaborate.


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**QUESTION 12:** Do you give consent for GHH to do a background check/verification (criminal record, qualifications, etc.)? If yes, please indicate such below, and complete the MIE consent form attached.

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**QUESTION 13:** Are you disabled? If yes, please specify the nature of your disability.

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**QUESTION 14:** Are you religious? If yes, which religion do you belong to?

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**QUESTION 15:** Where do you see yourself in the next 5 years?

Career related?

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Personal?

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**QUESTION 16:** Do you know someone that works at GHH Mining Machines? If yes, kindly list them?

Name & surname	Relationship

**QUESTION 17:** What is your highest educational level/qualification received, and from which institution?

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**QUESTION 18:** What are your hobbies/interests?

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**QUESTION 19:** Please select (tick) which option fits you the best in relation to the position being applied for (where 1 is poor and 5 is excellent) – and comment if applicable:

	1	2	3	4	5	COMMENTS
Work experience						
Skillset						
Professionalism						
Attitude						
Education						
Enthusiasm						
Stress tolerance						
Works well independently						
Verbal communication						
Written communication						
Time management						
Open to learning new skills						

**QUESTION 20:** What should the Komatsu UGHR-SA team take into consideration when reviewing your application; something that makes you stand out above all of the other applicants?

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