



TEMPLATE A: EMPLOYMENT HISTORY

Directions:

Please complete this form electronically

- The Employment History must be current up to a month prior to your submission.
- Your Employment History must be presented in chronological order, from your current or most recent employment, and then going backward.
- Please explain in detail any time gaps in your employment history.
- Where you have been involved in group tasks or projects, you must describe your own role and responsibilities and how you personally contributed to the project as a whole. Some projects may not have reached completion when you are finalising your submission
- You need to ensure that your submission is of a high standard and reflects the quality of work you would submit professionally. Submissions are formally assessed on general presentation. You must check your submission to ensure:
 - the spelling, grammar and punctuation are correct;
 - it is laid out clearly; and
 - it is professionally presented.
- Please repeat the template below for as many jobs as you wish to present.
- SAICA will use this document to determine whether you have the right type and amount of experience

Applicant name and Surname

Applicant ID/Passport number

Company name 1

Total months employed

From date

To date

Job title

List of responsibilities

Company name 2

Total months employed

From date

To date

Job title

List of responsibilities

Company name 3

Total months employed

From date

To date

Job title

List of responsibilities

Company name 4

Total months employed

From date

To date

Job title

List of responsibilities