



**REPUBLIC OF NAMIBIA  
MINISTRY OF HOME AFFAIRS  
DEPARTMENT OF CIVIC AFFAIRS  
IMMIGRATION CONTROL ACT, 1993  
ANNEXURE TO APPLICATION FOR EMPLOYMENT PERMIT  
[Section 27(1)/Regulation 17]**

**REPRESENTATION BY PROSPECTIVE EMPLOYER**

1. Surname and full first names of applicant (prospective employee):.....  
.....

**PARTICULARS RELATING TO THE PROSPECTIVE EMPLOYER**

2. Name of employer: .....  
.....

3. Street address (head-office): .....

4. Postal address: .....

5. Telephone number: .....

6. Address(es) of branch(es): .....

7. Name(s) and citizenship of owner(s) of employer-undertaking, or if a company or close corporation, name(s) and citizenship of director(s) or member(s):  
.....  
.....  
.....

8. Date of establishment of the business of the employer: .....

9. Main activities of employer: .....  
.....  
.....

10. Employees at present employed by the employer:  
(a) total number: .....  
(b) Namibian citizens (number): .....  
(c) non-citizens:  
    (i) permanent residents (number): .....  
    (ii) holders of employment permits (number): .....  
    (iii) others: .....

**PARTICULARS OF THE VACANCY CONCERNED**

11. Job title: .....

12. Brief job description: .....  
.....

13. Date on which vacancy occurred: .....

14. Details of enquiries made at Trade Unions: .....  
.....

15. Details of enquiries made at private employment agencies (attach proof): .....

16. Details of advertisements relating to vacancy in local newspapers (attach proof): .....

17. Why is the filling of the post essential (attach motivation, if necessary): .....  
.....  
.....

18. Reasons why Namibian citizens or persons in possession of permanent residence permits are not considered suitable or cannot be considered for the position (attach motivation, if necessary): .....  
.....  
.....

19. Reasons why the position cannot be filled by promoting any of the other employees of the employer: .....

20. Will the employer be prepared to employ a suitable Namibian citizen, if available? YES  NO

21. If the reply to paragraph 20 is "NO", give reasons: .....

22. Are Namibian citizens being trained to fill the position? YES  NO

23. If the reply to paragraph 22 is "YES", give details. If "NO", motivate (attach details of motivation, if necessary): .....

24. Employer's requirements for an appointment to the position (qualifications, training, experience, etc.): .....

25. Place in Namibia, where employee will be employed (town/district/farm): .....

26. Proposed date of commencement of employment: .....

27. Conditions of service agreed upon:
(a) remuneration per week/month/year: N\$ .....
(b) other benefits: .....
(c) period of employment: .....

PARTICULARS RELATING TO THE APPLICANT

28. Reasons why the applicant is considered to be a suitable candidate for the position (in respect of the following):
(a) qualifications and training: .....
(b) experience: .....
(c) other reasons (be specific): .....

29. Is the applicant in possession of any qualification or training or experience not obtainable or available in Namibia? YES  NO

30. If the reply to paragraph 30 is "YES", give details (attach, if necessary): .....

31. Will the applicant train other employees? YES  NO

32. Reasons for your reply to the question in paragraph 31: .....

33. Details of training programmes for local inhabitants (attach details, if necessary): .....

UNDERTAKING BY PROSPECTIVE EMPLOYER

I/We .....
acting in my/our personal capacity/capacities/acting for and on behalf of .....
duly authorized thereto, hereby fully accept full responsibility for all costs pertaining to the return of the applicant and his or her spouse and his or her dependent children to his or her or their respective countries of domicile at the expiration of the applicant's period of employment in Namibia referred to in paragraph 27(c), or any extension of such period.

Signed at ..... on this ..... day of ..... 200 .....

AS WITNESSES:

- 1. ....
2. ....

PROSPECTIVE EMPLOYER/FOR ON BEHALF OF PROSPECTIVE EMPLOYER