## Introduction

The ACA in partnership with the Media, Development & Diversity Agency , Economic Development Fund (EDF) and the Red and Yellow School of Advertising will be rolling out an internship programme for 4 Interns for 2025. The Interns will be placed at member agencies for the duration of the programme. The interns will be required to enroll in and successfully complete the Red & Yellow School of Advertising course. You are hereby invited to apply for an Internship position by completing this form and attaching the required documents.

# WHAT IS THE PURPOSE OF THIS FORM?

To assist the Association for Communication and Advertising NPC in selecting candidates for the Internship Programme.

This form may be used to identify candidates to be interviewed.

Since all applicants cannot be interviewed, you need to fill in this form in full and accurately. This will help to process your application fairly.

# WHO SHOULD COMPLETE THIS FORM?

Only candidates who meet the criteria should apply for the Internship programme.

# CRITERIA FOR CANDIDATES

* Minimum application requirement: Matric. A 2 year Diploma/Degree in Marketing would be favourable
* Certified copy of the applicant’s South African ID
* Full official academic record
* Applicants must consent to being interviewed and having their details shared on social media and other platforms as recipients of the bursary.
* Resident in Gauteng or willing to travel to Gauteng for specific meetings
* Must be “Black” according to the definition in the BBBEE Codes of Practice.   
  *The term "black person" in the Codes of Good Practice on Broad Based Black Economic Empowerment (B-BBEE) refers to people who are:*

*Citizens of South Africa by birth or descent*

*Citizens of South Africa who became citizens by naturalization before April 27, 1994*

*Citizens of South Africa who became citizens by naturalization on or after April 27, 1994, but would have been eligible for citizenship before that date*

# ADDITIONAL DOCUMENTS REQUIRED

* Covering/Motivational letter
* Certified copy of the applicant’s South African ID
* Full official academic record and Matric certificate or highest qualification

NOTES:

This document is not in any way an agreement or commitment

The selection of learners is totally dependent on results obtained and the outcome of the selection process.

**APPLICATIONS CLOSE ON THE 15TH OF JANUARY 2025**

**State the name of your highest qualification in the block below: (e.g. Matric; BA Communications)**

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# PART A : PERSONAL INFORMATION

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| --- | --- | --- |
| **Name:** |  | **Surname:** |

|  |  |  |
| --- | --- | --- |
| **ID Number:** |  | **Date of birth:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Gender:** | Male |  | Female |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*Race** |  | African |  | White |  | Coloured |  | Indian |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have a disability?** |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you a South African citizen?** |  | Yes |  | No |

**If no, what is your nationality?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence or been dismissed from employment?** |  | Yes |  | No |

# PART B : CONTACT DETAILS

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| --- | --- | --- | --- |
| **Contact numbers:** | Cell: |  | Home/Alternative: |

**Postal Address:**

**Email Address:**

**Alternative Email Address:**

## PART C : Secondary/Tertiary particulars (Please complete in full)

**SECONDARY/TERTIARY EDUCATION: (please complete for each qualification obtained or currently busy with and attach academic record. Start with the current studies or most recent completed qualification)**

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| --- | --- | --- | --- |
| **Name of institution** | **Degree/ Diploma** | **Major Subjects** | **Year obtained if completed** |
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# PART D : OTHER INFORMATION

**WORK EXPERIENCE/VOLUNTEER WORK** - Previous work experience (Starting with the most recent)

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| --- | --- | --- | --- | --- |
| **Company** | **Start Date** | **End Date** | **Position** | **Reason for leaving** |
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**COMPUTER LITERACY -** Please indicate your current level of computer literacy

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| --- | --- | --- | --- |
| **Level** | **Basic** | **Intermediate** | **Advanced** |
| MS Word |  |  |  |
| MS Excel |  |  |  |
| MS PowerPoint |  |  |  |
| MS Outlook |  |  |  |
| Other (please specify) |  |  |  |

**REFERENCES -** Please provide three referees who can be contacted for reference

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| --- | --- | --- |
| **Name** | **Relation** | **Telephone number** |
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**PART E : MOTIVATION**

**What kind of career are you looking for and what actions have you taken towards achieving this?**

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**List the leadership positions you hold/have held (e.g. Projects you have worked on). What impact have you made in these?**

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**What unique attributes do you have that sets you apart from others? Provide examples on how you display these attributes in your day to day life?**

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**How did you get to know about us? (E.g. Career Fair, University Presentation, Newspaper, Word of Mouth, etc)**

# PART F: DECLARATION

* I understand that all the information provided in my application may be followed-up and I authorise the Association for Communication and Advertising NPC to contact any relevant person or institution for relevant references.
* I declare that the above information to my knowledge is true and correct and accept that if it were to be found that I withheld any information, the application will be cancelled immediately.
* I authorise any school / university / employer to provide the Association for Communication and Advertising NPC with relevant information that may be useful in making a decision.
* I consent to being interviewed and having my details shared on social media and other platforms as recipients of the bursary.

**SIGNATURE OF APPLICANT**

**Date:**

**SIGNATURE OF PARENT/ GUARDIAN - If still a minor**

**Date:**

**\*\*\* IMPORTANT NOTICE \*\*\*  
If you do not hear from us by 31 January 2025, please consider your application unsuccessful. Kindly note that no correspondence will be entered into with applicants unless it is to clarify details or arrange interviews.**