



**DEPARTMENT OF LABOUR**

**DECLARATION BY EMPLOYEE**  
*(Confidential)*

**PLEASE READ THIS FIRST**

**Purpose of this form**

This form is used to obtain information from employees for the purpose of assisting employers with conducting an analysis on the workforce profile. Employers should use this form to ascertain which employees are from designated groups in terms of the Employment Equity Act, 55 of 1998.

**Who fills in this form**

Employees should fill in this form.

**Instructions**

Employers must ensure that the contents of this form remain confidential, and that it is only used to comply with the Employment Equity Act, 55 of 1998.

'People with disabilities' are defined in the Act as people who have long-term or recurring physical or mental impairments, which substantially limits their prospects of entering into, or advancement in employment.

Please note that people have the right to disclose or not to disclose their disability.

1. Name of employee: \_\_\_\_\_

2. Employee workplace No: \_\_\_\_\_  
 (This is the number that an employer/company/organization uses to identify an employee in the workplace.)

3. Please indicate to which categories you belong with an 'X' below:

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

African	Coloured	Indian	White
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Foreign National

If you are not a citizen by birth, please indicate the date you acquired your citizenship: .....

Person with a disability

If yes, specify nature of disability:

\_\_\_\_\_

4. I verify that the above information is true and correct.

Signed: \_\_\_\_\_  
 Employee

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