

Agristays

PO Box 955, Southdale, 2135 Tel: Riaan 062 529 4419 E-mail: riaan@agristays.co.za Web: www.agristays.co.za

Order Form

Check	Price	Order	
A-Bank Account Verification	R55.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	<p>One order form per candidate.</p> <p>Only pages containing completed information regarding this applicant and order need to be returned – no blank pages or pages with required document information are needed to process this application.</p> <p>We will e-mail an invoice to you with options for payment (EFT or via PayFast) once we received your completed forms. We will not process your order until payment has cleared. Once we received all information back from our agents you will receive results via e-mail – the only way we distribute information at no cost. We will print results and courier counter – to – counter via postnet or standard registered mail via SA Post Office at an additional cost.</p> <p>Please see “Required Documents” at the end of this document and ensure you attach those when sending in your application.</p>
A-ID Check	R40.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
B-Criminal Check Premium (Results usually available within 24 hours)	R485.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
B-Criminal Check Standard (Results usually available within 72 hours)	R425.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
C-Driver Accident History	R185.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
C-Drivers Licence	R95.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
C-Drivers Licence and PDP combination	R115.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
C-PDP	R95.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
D-PSIRA Registration	R115.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
E-Institution Accreditation	R170.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
E-Qualification - Matric	R170.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
E-Qualification - Other, e.g. FGASA	R100.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
E-Qualification - Quality Council for Trades & Occupations	R150.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
E-Qualification - University of Johannesburg	R140.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
E-Qualification - University of Witwatersrand	R225.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
F-Credit Check	R190.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
F-Employment Confirmation	R120.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
G-Matric Replacement Certificate	R475.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
H-Reference Checks (No re-funds for references not contactable or refusing to give references - ensure your references are contactable)	R445.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	
I-Printing and courier counter to counter or posting results via PostNet or SA Post Office (within South Africa only). WE E-MAIL RESULTS AT NO COST	R175.00	<input type="checkbox"/> -YES, <input type="checkbox"/> -NO	

Please complete this form WITH the disclosure form AND copies of REQUIRED DOCUMENTATION and return via fax (086 571 7068) or e-mail (riaan@agristays.co.za).

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Please complete the following information (one set of forms per candidate):

SECTION 1: DETAILS OF PERSON WHO WILL PAY THE BILL

Person paying for this application:

Name of company (if applicable) : _____

RSA Telephone Number : [_][_][_]-[_][_][_]-[_][_][_][_]

Surname : _____

E-mail to mail invoice and results to : _____

Full Names : _____

RSA ID Number : [_][_][_][_][_][_][_][_][_][_][_][_]

SECTION 2: DETAILS OF CANDIDATE TO BE CHECKED (ONLY ONE CANDIDATE PER SET OF FORMS)

Details of Candidate:

Surname : _____

RSA ID Number : [_][_][_][_][_][_][_][_][_][_][_][_]

Full Names : _____

RSA Telephone Number : [_][_][_]-[_][_][_]-[_][_][_][_]

Maiden Name : _____

E-mail address : _____

Date of Birth : [Y][Y][Y][Y] - [M][M] - [D][D]

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SECTION A: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
A-Bank Account Verification

Bank Name: -Investec, -Standard, -First National Bank, -Nedbank, -ABSA, -Capitec,

Branch Name : _____

Branch Code : _____

Account No :

Account.Type : -Bond, -Cheque, -Savings, -Subscription, -Transmission

SECTION B: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
B-Criminal Check (Standard or Premium) Please note that any people to be screened for a Criminal Check WILL HAVE TO have a finger scan done at a MIE-authorized partner.

Has candidate previously been convicted? -YES, -NO. If YES please provide detail:

DATE	OFFENCE	SENTENCE

Province Candidate currently resides in : -Gauteng, -Limpopo, -Mpumalanga, -Free State, -Kwazulu-Natal, -Eastern Cape,
-Western Cape, -Northern Cape, -North West

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SECTION E: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
E-Institution Accreditation

Institution Name : _____ Accrediting Body : _____

SECTION E: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
E-Qualification - Matric

Qualification Name : Matric

Year : _____ Student Name on Certificate : _____

Institution : _____ ID On Certificate : _____

Student/Certificate/Member Number : _____

SECTION E: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
E-Qualification - Other

Qualification Name : _____ Student/Certificate/Member Number : _____

Year : _____ Student Name on Certificate : _____

Institution : _____ ID On Certificate : _____

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SECTION E: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
E-Quality Council for Trades & Occupations

Qualification Name : _____

Student/Certificate/Member Number : _____

Year : _____

Student Name on Certificate : _____

Institution : _____

ID On Certificate : _____

SECTION E: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
E-Qualification - University of Johannesburg

Qualification Name : _____

Student/Certificate/Member Number : _____

Year : _____

Student Name on Certificate : _____

Institution : _____

ID On Certificate : _____

SECTION E: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
E-Qualification - University of Witwatersrand

Qualification Name : _____

Student/Certificate/Member Number : _____

Year : _____

Student Name on Certificate : _____

Institution : _____

ID On Certificate : _____

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SECTION F: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
F-Credit Check

Reason for Credit Check:

- Employment in a position of trust **AND** handling of cash or finances, **OR**
- Fraud detection and prevention service (including lessees)

SECTION F: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
F-Employment Confirmation

Employer : _____

Referee Contact Number : _____

Candidate Position : _____

Period Known : _____

Referee : _____

Reason for Leaving : _____

Referee e-mail address : _____

Additional Note : _____

SECTION G: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:
G-Matric Replacement Certificate

Qualification Name : Matric

Year : _____

Student Name on Certificate : _____

Institution : _____

ID On Certificate : _____

Student/Certificate/Member Number : _____

SECTION H: COMPLETE THIS IF THE FOLLOWING NEED TO BE CHECKED:

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H-Reference Checks (No re-funds for references not contactable or refusing to give references - ensure your references are contactable)

Employer : _____

Candidate Position : _____

Referee : _____

Referee e-mail address : _____

Referee Contact Number : _____

Period Known : _____

Reason for Leaving : _____

Additional Note : _____

Employer : _____

Candidate Position : _____

Referee : _____

Referee e-mail address : _____

Referee Contact Number : _____

Period Known : _____

Reason for Leaving : _____

Additional Note : _____

Employer : _____

Candidate Position : _____

Referee : _____

Referee e-mail address : _____

Referee Contact Number : _____

Period Known : _____

Reason for Leaving : _____

Additional Note : _____

SECTION I: COMPLETE THIS IF THE FOLLOWING NEED TO BE DONE:

Print and courier **counter-to-counter** via PostNet (within South Africa only) OR post results via SA Post Office (within South Africa only). WE E-MAIL RESULTS AT NO COST

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IF VIA Postnet Counter to Counter (please see www.postnet.co.za where branch closest to you are)

Name of person to receive results : _____

Cell phone number of person to receive results : _____

Name and address of Postnet Branch results should be shipped to : _____

IF VIA SA Post Office (we use registered, but not insured services)

Name of person to receive results : _____

Cell phone number of person to receive results : _____

Address results should be shipped to : _____

Postal Code : _____

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Required Documents

Check	Required Documentation	Recommended Usage
A-Bank Account Verification	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form 	To be listed as a "verified" employer on Agristays we recommend all employers to have this verified.
A-ID Check	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form 	To be listed as a "verified" employer on Agristays we recommend all employers to have this verified.
B-Criminal Check Premium (Results usually available within 24 hours)	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form *-Completed and signed Disclosure Form 	This MUST be completed by ALL Agristays Volunteers before they will be registered as volunteers. We also strongly advise all employers to have their FINAL candidate checked before making a final offer for employment or accommodation. Furthermore, if you are renting out property we strongly advise you to have your final candidate screened.
B-Criminal Check Standard (Results usually available within 24 hours)	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form *-Completed and signed Disclosure Form 	This MUST be completed by ALL Agristays Volunteers before they will be registered as volunteers. We also strongly advise all employers to have their FINAL candidate checked before making a final offer for employment or accommodation. Furthermore, if you are renting out property we strongly advise you to have your final candidate screened.
C-Driver Accident History	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy if Driver's license *-Completed and signed Consent Form 	Only to be completed when required by job function or driver's license category as required by law.

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Check	Required Documentation	Recommended Usage
C-Drivers Licence	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy if Driver's license *-Completed and signed Consent Form 	Only to be used when ad-hoc driving need to be done by volunteers and / or employees.
C-Drivers Licence and PDP combination	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of Driver's license *-Copy of PDP *-Completed and signed Consent Form 	Only to be completed when required by job function or driver's license category as required by law.
C-PDP	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of Driver's license *-Copy of PDP *-Completed and signed Consent Form 	Only to be completed when required by job function or driver's license category as required by law.
D-PSIRA Registration	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of PSIRA Certificate *-Completed and signed Consent Form 	This is recommended where employees have to fulfill post specifically related to security.
E-Institution Accreditation	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form 	This to be used by anyone in need of a replacement Matric Certificate.
E-Qualification - Matric	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of Matric Certificate (if available) *-Completed and signed Consent Form 	Some employers may require this to be completed by applicants and / or volunteers.
E-Qualification - Other, e.g. FGASA	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of qualification *-Completed and signed Consent Form 	Some employers may require this to be completed by applicants and / or volunteers.
E-Qualification - Quality Council for Trades & Occupations	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of qualification *-Completed and signed Consent Form 	Some employers may require this to be completed by applicants and / or volunteers.

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E-Qualification - University of Johannesburg	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of qualification *-Completed and signed Consent 	Some employers may require this to be completed by applicants and / or volunteers.
E-Qualification - University of Witwatersrand	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of qualification *-Completed and signed Consent Form 	Some employers may require this to be completed by applicants and / or volunteers.
F-Credit Check	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form *-Completed and signed Disclosure Form *-By completing above forms the candidate is also in agreement to visit a MIE-authorized partner of his / her choice at own cost to complete a finger scan. <u>NO-SHOWS result in cancellation without a re-fund and a new application and resultant payment will be required for a new appointment.</u> 	We recommend this for applicants where posts will deal with large quantities of cash, extremely valuable equipment, and where employees will have access to banking accounts and internet banking facilities. Furthermore, if you are renting out property we strongly advise you to have your final candidate screened.
F-Employment Confirmation	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form 	Some employers may want to check on current employment status of applicants in certain job categories.
G-Matric Replacement Certificate	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Copy of Matric Certificate (if available) *-Completed and signed Consent Form 	This to be used by anyone in need of a replacement Matric Certificate.
H-Reference Checks (No re-funds for references not contactable or refusing to give references - ensure your references are contactable)	<ul style="list-style-type: none"> *-Completed and signed Agristays order form (this form) *-Copy of ID of candidate to be screened *-Completed and signed Consent Form 	Some employers may require this to be completed by applicants and / or volunteers.

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