

# Mimecast Graduate Program 2015 Application Form

Graduates wishing to apply for the Office Management graduate program are invited to forward their CV and completed application form to [graduates@mimecast.co.za](mailto:graduates@mimecast.co.za). Only complete applications will be considered. **Complete applications must include; CV; completed application form; ID; qualifications and transcripts as part of one email.** Please note that only candidates with the required qualification/s should apply.

Graduates over the age of 25 years and/or graduates who have not completed their degree or diploma in the last 2 years will not be eligible for the program. Complete and eligible applications must be received prior to 12 June 2015. All applications close thereafter.

## Personal Details:

First Name		Current Address	
Last Name		Mobile Telephone	
Known as		ID No.	
Title		Age (no over 25's)	
Nationality (List all)		Email	
Are you legally authorised to work in South Africa?			
If applicable, indicate current work permit/visa type and expiry date			

**Please specify which graduate program you are applying for:**

**Education (JHB) or Internal IT (Cape Town)**

## Education:

High School and University/College	Degree/Course title	Dates Attended	Date Completed	Result

## Work Experience: Previous work experience (starting with most recent)

Company	Position	Duration	Reference name and contact details
1.			
2.			
3.			

## Community/Volunteer Work:

Organisation	Activities	Duration	Reference name and contact details
1.			
2.			
3.			

## Computer Literacy: Please indicate your current level of computer literacy

Level	Basic	Intermediate	Advanced
MS Word			
MS Excel			
MS PowerPoint			
Outlook			

Other (please specify)			
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## Language Skills

Language	Oral Proficiency Level eg. Fluent, intermediate, basic	Written Proficiency Level eg. Fluent, intermediate, basic

## MOTIVATION: (please write legibly)

**1. Why did you choose to pursue and complete your relevant qualification?**

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**2. How have you managed to complete your Diploma or Degree?**

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

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**4. 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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**5. 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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**6. Tell us about what Mimecast does and why you want to be part of this company?**

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**7. What do you hope to achieve through the Mimecast Graduate Program?**

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**8. Tell us about yourself, your background, your family, interests and hobbies and anything else that you feel has shaped who you are today and what you want to become.**

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**9. Do you have a mentor? If so, who and why is this person influential and/or an inspiration to you?**

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## Additional Information

Date available to start work and/or current notice period:

Have you applied for other graduate programs? If yes, please give details:

## Source of Application

Please indicate which of the following sources prompted you to apply for a position with Mimecast.

MICT SETA referral

University referral – please specify

Puff and Pass Website

Mimecast employee referral – please specify employee name

Other – please specify

## Candidate Declaration

I hereby declare and acknowledge that all details provided by me in this application and in the entire recruitment process are complete and accurate in all details.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NB:

For further consideration, the following documents need to be attached in one email for your application to be deemed complete:

- Certified copy of ID
- Qualifications (if received)
- Transcripts
- CV
- Completed application form