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GORDON INSTITUTE  
OF BUSINESS SCIENCE

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# MBA 2012/13

## APPLICATION BOOKLET



PLEASE RETURN THIS FORM AND THE ATTACHMENTS TO:

MBA Admissions Office:  
Gordon Institute of Business Science  
PO Box 787602  
SANDTON  
2146

Telephone: +27 11 771 4120 / 4331

Fax: 0866 380 543

Email: [admissions@gibs.co.za](mailto:admissions@gibs.co.za)

Website: [www.gibs.co.za](http://www.gibs.co.za)

Applications close at 17h00 on 21st November 2011. We strongly encourage applicants to submit applications as early as possible.

Applications will not be reviewed until all materials have been received (including the application fee) & the entrance tests have been written.

Applicants are responsible for ensuring that all materials are submitted on time.

It is GIBS policy not to answer requests about the status of applications. We will acknowledge receipt of your complete application and contact you in writing as soon as a decision has been made.

#### CONFIDENTIALITY

This application, together with all materials submitted in its support, becomes the confidential property of GIBS and is not returnable. The Admissions Office will not reproduce copies of any part of the GIBS application material for individuals not involved in the admission procedure, companies, or institutions requesting this information, except upon written consent from the applicant. Applicants and GIBS students do not have access to confidential reference forms submitted by their referees.

I. PROFILE

PERSONAL INFORMATION

SURNAME (As on ID Document): \_\_\_\_\_

MAIDEN/PREVIOUS SURNAMES (IF APPLICABLE): \_\_\_\_\_

FIRST NAMES IN FULL (As on ID Document): \_\_\_\_\_

PREFERRED FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ OTHER CITIZENSHIP: \_\_\_\_\_

RSA IDENTITY NUMBER: \_\_\_\_\_

MALE  FEMALE  SINGLE  MARRIED CHILDREN: \_\_\_\_\_

POPULATION GROUP (BLACK, WHITE, COLOURED, ASIAN) (INFORMATION REQUIRED BY SOUTH AFRICAN DEPARTMENT OF EDUCATION): \_\_\_\_\_

If you are not a SA Citizen, do you have a:

- Permanent Residence Permit  Study Permit
- Temporary Residence Permit  Must still apply
- Diplomatic Passport

NATIONALITY OF PASSPORT: \_\_\_\_\_ PASSPORT NO: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

ARE YOU PHYSICALLY DISABLED:  YES  NO

IF YES, WHAT IS THE NATURE OF YOUR DISABILITY: \_\_\_\_\_

HOME/RESIDENTIAL ADDRESS

STREET: \_\_\_\_\_

TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ HOME E-MAIL: \_\_\_\_\_

DAY TELEPHONE: \_\_\_\_\_ DAY EMAIL: \_\_\_\_\_

CELLPHONE NUMBER: \_\_\_\_\_

**POSTAL ADDRESS**

POSTAL ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

**TERTIARY ACADEMIC BACKGROUND**

Please submit an original or certified copy of your academic transcript(s).

Please list, starting with the most recent, all colleges and universities attended.

| DATES ATTENDED |         | QUALIFICATION RECEIVED | INSTITUTION AND COUNTRY | MAJOR SUBJECTS | (F) FULL TIME<br>(P) PART TIME |
|----------------|---------|------------------------|-------------------------|----------------|--------------------------------|
| BEGIN          | END*    |                        |                         |                |                                |
| M M Y Y        | M M Y Y |                        |                         |                |                                |
| M M Y Y        | M M Y Y |                        |                         |                |                                |
| M M Y Y        | M M Y Y |                        |                         |                |                                |
| M M Y Y        | M M Y Y |                        |                         |                |                                |

\*If you are currently completing a degree, please send interim results and final results as soon as they become available.

If you have not studied Mathematics or Statistics at a tertiary level, please note the highest qualification you have in Mathematics, which year it was completed and your marks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have not studied Mathematics or Statistics at a tertiary level, please note the highest qualification you have in Mathematics, which year it was completed and your marks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL QUALIFICATIONS**

Please give details of any professional or other qualifications you have obtained, or membership of any professional institution:

| QUALIFICATION | AWARDED BY | DATE |
|---------------|------------|------|
|               |            |      |
|               |            |      |
|               |            |      |

## PROFESSIONAL BACKGROUND

Please list all full-time positions starting with your most recent/current position

Total duration in years of full-time positions held (by the beginning of 2012/2013 MBA programme):

| DATES   |         | JOB TITLE | COMPANY NAME IN FULL | COMPANY SECTOR | GROSS ANNUAL SALARY |
|---------|---------|-----------|----------------------|----------------|---------------------|
| BEGIN   | END*    |           |                      |                |                     |
| M M Y Y | M M Y Y |           |                      |                |                     |
| M M Y Y | M M Y Y |           |                      |                |                     |
| M M Y Y | M M Y Y |           |                      |                |                     |
| M M Y Y | M M Y Y |           |                      |                |                     |
| M M Y Y | M M Y Y |           |                      |                |                     |
| M M Y Y | M M Y Y |           |                      |                |                     |

Total duration in years of management positions held: \_\_\_\_\_

Briefly summarise your management responsibilities to date: \_\_\_\_\_

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## ACTIVITIES AND INTERESTS

| ACTIVITY | DURATION<br>from mm/yy to mm/yy | POSITION/LEVEL/OFFICE HELD IF ANY |
|----------|---------------------------------|-----------------------------------|
|          |                                 |                                   |
|          |                                 |                                   |
|          |                                 |                                   |
|          |                                 |                                   |

List any distinctions, honours and awards achieved in your activities: \_\_\_\_\_

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Please explain any period(s) of time since you left high school for which you have not accounted:

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### FINANCING YOUR MBA

- I will pay the fees myself (either through savings or loans or both)
- My company will pay the fees
- My company and I will finance the MBA jointly
- I will pay the fees and my company will refund me if I pass OR my company will lend me the money to finance the MBA and then cancel the loan if I pass
- Other – Specify \_\_\_\_\_

Address (including company information if relevant) to which GIBS statement(s) should be sent: \_\_\_\_\_

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## II. JOB DESCRIPTION

### MOST RECENT FULL-TIME POSITION

COMPANY OR ORGANISATION

NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SECTOR OF ACTIVITY: \_\_\_\_\_

SUBSIDIARY OF: \_\_\_\_\_ NUMBER OF EMPLOYEES: \_\_\_\_\_

CURRENT JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE OF APPOINTMENT: \_\_\_\_\_ DATE OF JOINING PRESENT COMPANY: \_\_\_\_\_

FIRST POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

STARTING GROSS ANNUAL SALARY: \_\_\_\_\_

PRESENT GROSS ANNUAL SALARY: \_\_\_\_\_

Please give your answers to the following questions and attach them to the application form.

1. Please give a detailed description of your job, including nature of work, major responsibilities under your supervision, size of budget, number of clients/products and results achieved. (20 lines)
2. Please describe the evolution of your career to date with your present employer. If you were to remain with your company, what would be your next step(s) in terms of position (over the next 5 to 10 years)? If you anticipate moving to another company or line of business, how do you see your career evolving over the next 5 to 10 years? (20 lines)
3. Please put your name at the top of each page.

### III. APPLICATION ESSAYS

The application essays are your opportunity to present a clear picture of yourself, your career goals and your aspirations. They will provide the selection committee with information about your motivation, maturity, abilities and written communication skills. You should spend a significant amount of time preparing your answers to these questions because they are a critical part of our evaluation and selection process. Please use separate sheets of paper, type these essays and do not use point form. Each essay should be no longer than 1 typed page and should include your name and contact details.

**The 2 essays which GIBS requires are:**

- How will you complete the programme and at the same time carry on with and successfully manage family/personal commitments over the period? What will be your greatest challenges and how do you plan to cope with them?
- Please give a candid evaluation of yourself, discussing in order of importance to you the personal characteristics you feel are your strengths and those you feel are your weaknesses.
- (Optional) is there any additional information that you want the selection committee to know that is not covered elsewhere in the application form or process?

### IV. COPY OF ID DOCUMENT

### V. GENERAL

1. Are you applying to, or have you applied to any other business school?

Yes  No

If yes, rank your applications in order of preference: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Entrance tests (Compulsory – see information brochure for further details)

Which test did you sit/are you going to sit?  GIBS  GMAT

Date of test: \_\_\_\_\_

3. How did you hear about the Gordon Institute of Business Science? \_\_\_\_\_

4. Do you have access to a computer?

At work?  Yes  No At Home?  Yes  No

5. Do you have access to e-mail and the Internet?

At work?  Yes  No At Home?  Yes  No

6. Are you proficient in MS Word, Excel, PowerPoint and a web-browser?

Yes  No

7. Can you competently use a scientific or financial calculator?

Yes  No

I hereby apply for admission to the MBA programme at the Gordon Institute of Business Science.

I have read and completed all sections of the application form.

I hereby certify that I have provided accurate information in this application. I am the sole author of the enclosed essays. I authorise the GIBS Admissions Office to verify my credentials. I understand that any misrepresentation or omission of facts in my application may justify denial of admission, cancellation of admission or withdrawal from the MBA programme. This is my honest statement to GIBS.

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

Daytime contact telephone no: \_\_\_\_\_

## CHECK LIST

Before sending your application to us, please use this check list to ensure that your application is complete. Your application will not be considered by the Selection Committee until we have received all the required documentation.

- SECTION I – Profile
- SECTION II – Job Description
- Additional page(s) of information regarding current job
- SECTION III – 2 Application Essays (plus optional additional essay)
- SECTION IV – General
- Academic transcript(s) from \_\_\_\_\_ attached/have arranged to be sent?
- Number of transcripts?
- Two reference forms – have you arranged for them to be completed and forwarded to GIBS?
- Have you enrolled for the entrance test?
- Have you paid the non-refundable application fee of R2 000?
- Have you provided a copy of your ID Document?