



**AANSOEK OM BETREKKING / APPLICATION FOR EMPLOYMENT**

**(VERTROULIK / CONFIDENTIAL)**

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**VAN / SURNAME**

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**BETREKKING WAARVOOR AANSOEK GEDOEN WORD / POSITION APPLIED FOR**

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**VERWYSING / REFERENCE**

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**DATUM / DATE**

## Aanwysings / Directions

- Voltooi die vorm in u eie handskrif. / Complete the form in your own handwriting.
- Merk toepaslike blokkie met **X**. / Mark appropriate block with an **X**.
- Oorspronklike sertifikate en ander dokumente moet nie hierdie aansoek vergesel nie. / Original certificates and other documents must not be submitted with this application.
- Alle afskrifte en ander dokumente wat hierdie aansoek vergesel móét gesertifiseerde afskrifte van die oorspronklikes wees en dit sal nie aan u teruggestuur word, indien u aansoek onsuksesvol is nie. / All copies of certificates and other documents submitted with this application must be certified copies of the originals and it will not be sent back to you if you're application is unsuccessful.
- Alle vrae moet volledig beantwoord word, ook deur werknemers van \_\_\_\_\_. / All questions must be answered in full. This also applies to employees of \_\_\_\_\_.

### **A      PERSOONLIKE BESONDERHEDE / PERSONAL DETAILS**

1. Van / Surname:													
2. Voorname / First Names:													
3. Personeelno. / Staff nr. (Slegs huidige werknemers / Current employees only)													
4. Huistaal / Home Language:													
5. Identiteitsnommer / Identity number:													
6. Ouderdom / Age <i>Vir statutêre doeleindes / For statutory purposes</i>													
7. Geslag / Sex:	Manlik / Male				Vroulik / Female								
8. Nasionaliteit / Nationality:													
9. Bevolkingsgroep / Ethnic group: <i>Vir statutêre doeleindes / For statutory purposes</i>	Bruin / Coloured			Indiër / Indian			Swart / Black			Wit / White			
10. Permanente woon – en posadres / Permanent residential and postal address:													
11. Kontakbesonderhede / Contact details:	Tel: Huis / Home:												
	Tel : Werk / Work:												
	Selfoon / Cellphone:												
	Ander / Other:												
12. Is enige van u familie in diens van hierdie munisipaliteit? / Is any of your family in the service of this municipality? Indien wel, meld persoon se naam en verwantskap / If yes, state the name of the person and relationship:	Ja / Yes			Nee / No									
	Naam / Name:												
	Verwantskap / Relationship:												

18. Taalvaardigheid / Language proficiency:

Dui in die tabel hieronder u vaardigheid aan as “Goed”, “Redelik”, “Swak” of “Geen” /  
 In the schedule below indicate your proficiency as “Good”, “Fair”, “Poor” or “None”

	Afrikaans / Afrikaans	Engels / English	Ander / Other
Skryf / Write			
Lees / Read			
Praat / Speak			

19. Rekenaarvaardigheid / Computer proficiency:

Dui in die tabel hieronder u vaardigheid aan as “Goed”, “Redelik”, “Swak” of “Geen” /  
 In the schedule below indicate your proficiency as “Good”, “Fair”, “Poor” or “None”

Microsoft Word	Microsoft Excel	MS PowerPoint	E-pos / mail	Ander / Other

**B OPLEIDING EN KWALIFIKASIES / TRAINING AND QUALIFICATIONS**

1. Skoolopleiding / School Training:

Naam van Skool / Name of School	Hoogste graad geslaag / Highest grade obtained	Jaar verwerf / Year obtained

Vakke geslaag ten opsigte van hoogste graad geslaag / Subjects passed regarding highest grade obtained	Hoër / standaard graad / Higher / standard grade	Simbool / Symbol
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

2. Tersiêre opleiding / Tertiary education:

Naam van Universiteit of Kollege / Name of University or College	Kwalifikasie / Qualification	Jaar verwerf / Year obtained
1.		
2.		
3.		
4.		

Vakke geslaag ten opsigte van hoogste kwalifikasie verwerf / Subjects passed regarding highest qualification obtained	Persentasie / Percentage
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

3. Vakleerlingskap / Apprenticeship:

Ambag / Trade:	
Tydperk van Vakleerlingskap / Period of Apprenticeship:	
By watter firma het u u Vakleerlingskap deurloop? / At which firm did you complete your Apprenticeship?	

4. Verdere formele studies / Further formal studies:

Is u tans besig met verdere formele studies? / Are you currently busy with further formal studies?  Indien wel, verskaf besonderhede van huidige studies / If yes, state the particulars of current studies:	Ja / Yes		Nee / No	
	Naam van kwalifikasie / Name of Qualification:			
	Verwagte voltooiingsdatum / Expected date of completion:			

5. Verdere formele studies / Further formal studies:

Meld enige ander opleiding kursusse wat u suksesvol voltooi het / Indicate any other training courses that you have completed successfully:

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6. Bestuurderslisensie / Drivers licence:

Dui in die tabel hieronder u bestuurderslisensie aan / In the schedule below indicate your drivers licence

Motorfiets / Motorcycle <125cc	Motorfiets / Motorcycle > 125cc	Ligte voertuig / Light vehicle		Swaarvoert uig / Heavy Vehicle >16000 kg	Ekstra swaar voertuig / Extra heavy vehicle	
Kode / Code A1	Kode / Code A	Kode / Code B	Kode / Code EB	Kode / Code C	Kode / Code EC	Kode / Code EC1
Lisensienommer / Licence number:						
Datum van eerste uitreiking / Date of first issue:						
Tydperk geldig / Period valid:						
Bestuurder beperkings / Driver restrictions:						
Voertuig beperkings / Vehicle restrictions:						
Leerlinglisensie / Learner Drivers licence:						

## C WERKSONDERVINDING / WORK EXPERIENCE

Dui in die tabel hieronder al die betrekkinge wat u tot dusver bekleed het in kronologiese volgorde aan, u huidige of laaste betrekking eerste. / In the schedule below indicate all the posts you have held in chronological order, your current or last post first.

Naam van werkgewer / Name of Employer	Betrekking bekleed / Post held	Hoof pligte of verantwoordelikhede / Main duties or responsibilities	(a) Tydperk van diens / Period of service (b) Rede vir diensverlating / Reason for desertion of service	(a) Naam en (b) tel. nr. van toesighouer / (a) Name and (b) tel. nr. of supervisor
1.		1.	(a) .... / .... / .....	(a)
			tot .... / .... / .....	
			2.	(b)
2.		1.	(a) .... / .... / .....	(a)
			tot .... / .... / .....	
			2.	(b)
3.		1.	(a) .... / .... / .....	(a)
			tot .... / .... / .....	
			2.	(b)
4.		1.	(a) .... / .... / .....	(a)
			tot .... / .... / .....	
			2.	(b)

## D ALGEMEEN / GENERAL

1. Indien u tans werksaam is en hierdie pos word u aangebied, hoe lank is die kennisgewingtydperk wat u by u huidige werkgever moet werk? / If you are presently employed and you are offered this post, how long is the period of notice that you must work at your current employer?

\_\_\_\_\_

2. Het u enige kontraktuele verpligtinge teenoor u huidige werknemer? / Do you have any contractual obligations towards your current employer?

Ja / Yes		Nee / No	
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Indien wel, verskaf besonderhede daarvan / If yes, state the particulars thereof:

\_\_\_\_\_

\_\_\_\_\_

3. Het u enige liggaamlike gebrek of ly u aan enige siekte? / Do you have any physical disability or do you suffer from any disease?

Ja / Yes		Nee / No	
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Indien wel, verskaf besonderhede daarvan / If yes, state the particulars thereof:

\_\_\_\_\_

\_\_\_\_\_

4. Was u al skuldig bevind aan enige kriminele oortreding? / Were you found guilty of any criminal offence?

Ja / Yes		Nee / No	
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Indien wel, verskaf besonderhede daarvan / If yes, state the particulars thereof:

\_\_\_\_\_

\_\_\_\_\_

## E KONTROLELYS / CHECKLIST

Is afskrifte van die volgende hierby aangeheg? / Are copies of the following attached?  
Merk toepaslike blokkie met **X**. / Mark appropriate block with an **X**.

Identiteitsdokument / Identity document	
Kwalifikasie sertifikate / Qualification certificates	
Bestuurderslisensie / Drivers licence	
Skool sertifikaat / School certificate	
Laaste Betaalstrokie / Last Payslip	

## F VERKLARING / DECLARATION

1. Ek verklaar dat die voorafgaande besonderhede na die beste van my wete waar en juis is. / I declare that the above particulars are, to the best of my knowledge true and correct.
2. Ek beskou die voltooiing van hierdie aansoekvorm om die betrekking hierbo vermeld as 'n aanbod van my kant om die betrekking te aanvaar in ooreenstemming met die diensvoorwaardes aan die betrekking verbonde. Indien die munisipaliteit my dus die betrekking aanbied en ek dit nie aanvaar nie, kan die munisipaliteit op diskresie handel deur:
  - (a) Te weier om my reis en verblyfkoste (indien enige) te betaal.
  - (b) My aanspreeklik te hou vir werwingskoste wat die munisipaliteit mag ly as gevolg van my nie-aanvaarding van die betrekking.

I regard the completion of this application for the abovementioned post as an offer on my part to accept the post in accordance with the conditions of service attached to the post. If the municipality offers this post to me and I do not accept it, the municipality may at its discretion:

- (a) Refuse to pay my travelling and subsistence expenses (if any).
- (b) Hold me liable for recruitment costs that the municipality may suffer as a result of my non-acceptance of the post.

\_\_\_\_\_  
Handtekening van Applikant /  
Signature of Applicant

\_\_\_\_\_  
Datum/Date

## G SLEGS VIR KANTOOR GEBRUIK / FOR OFFICE USE ONLY

Onsuksesvol / Unsuccessful	Permanente aanstelling / Permanent appointment	Bevordering / Promotion	Oorplasing / Transfer	Tydelike aanstelling / Temporary appointment

1. Posbenaming / Designation:	
2. Departement / Department:	
3. Afdeling / Section:	
4. Datum waarop diens in aanvang neem. / Date on which services started:	
5. Posvlak, salarisskaal en kerf van aanstelling / Job grade, salary scale and notch of appointment:	
6. Besonderhede op rekenaar ingevoer / Particulars captured on computer:	

\_\_\_\_\_  
Personeelbeampte / Personnel Officer

\_\_\_\_\_  
Datum / Date