

VERTROULIK / CONFIDENTIAL

MUNISIPALITEIT TSWELOPELE MUNICIPALITY

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Faks : 051 853 1332
Posbus : 3
Poskode : 9670

Telephone : 051 853 1111 / 2 / 3
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PO Box : 3
Postal Code : 9670

AANSOEK OM BETREKKING / APPLICATION FOR EMPLOYMENT

1. AANWYSINGS / DIRECTIONS

[a]	Voltooi vorm in u eie handskrif.	[a]	Complete form in own handwriting.
[b]	Merk die toepaslike blokkie met 'n "X".	[b]	Mark the appropriate block with an "X".
[c]	Oorspronklike en ander dokumente moet nie met hierdie aansoek voorgelê word nie - slegs gesertifiseerde afskrifte.	[c]	Original certificates and other documents must not be submitted with this application - only certified copies.
[d]	Alle vrae moet volledig beantwoord word, ook deur werknemers van die Munisipaliteit.	[d]	All questions must be answered in full. This also applies to employees of the Municipality.

2. BESONDERHEDE VAN BETREKKING / PARTICULARS OF POSITION APPLIED FOR

Posbenaming / Designation:	Departement / Department:
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3. PERSOONLIKE BESONDERHEDE / PERSONAL PARTICULARS

Dr		Mnr		Mev		Mej		Manlik		Vroulik				
		Mr		Mrs		Miss		Male		Female				
VAN / SURNAME								NOOIENSVAN / MAIDENNAME						
Voorname [Voluit] / Christian Names [in full]:									Huistaal / Home Language					
Geboortedatum / Date of Birth		Ouderdom / Age						Reisdokument / Travel Document		Paspoort / Passport		Identiteitsnommer / Identity number		
		_____ jr / yrs _____ mnde / mnths												
Burgerskap / Citizenship				Bevolkingsgroep / Population Group				Enige gestremdheid / Any disability			Ja / Yes		Nee / No	
Permanente Posadres / Permanent Postal Address:				Tel. [Huis / Home]				Ander maniere van kontak [Faks / E-pos] / Other means of contact [Fax / E-mail]						
				Tel. [Werk / Work]										
Is enige van u familie of kennisse in diens van die Munisipaliteit? / Are any of your relatives or acquaintances employed by the Municipality?								Ja / Yes				Nee / No		
Indien wel meld Naam, Departement en Verwantskap / If "Yes" state Name, Department and Relationship:														
Beklee u enige politieke amp in 'n politieke party? / Are you holding any political office in a political party?								Ja / Yes				Nee / No		
Taalvaardigheid / Language Proficiency:														
Dui in die tabel hieronder u vaardigheid aan as "Goed", "Redelik", "Swak" of "Geen" / In the schedule below, indicate proficiency as "Good", "Fair", "Poor" or "None".														
Taal / Language		Lees / Read		Skryf / Write		Praat / Speak		Hoogste Kwalifikasies / Highest Qualification						
Afrikaans														
Engels / English														
Ander [Spesifiseer] / Other [Specify]														

4. OPLEIDING / EDUCATION

SKOOL / SCHOOL														
Hoogste standard geslaag / Highest standard obtained _____				Jaar / Year		Akademies / Academical		Tegnies / Technical		Handel / Commerce		Prakties / Practical		
Naam van Skool / Name of School						Plek / Place								
Vakke geslaag / Subjects passed:														
1. _____						5. _____								
2. _____						6. _____								
3. _____						7. _____								
4. _____						8. _____								
NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION														
Naam van Inrigting en Plek / Name and Place of Institution				Tydperk bygewoon / Period attended				Kwalifikasie verwerf / Qualification obtained						
				Van / From		Tot / To								
Vakke geslaag [Hoogste vlak] / Subject passed [Highest Level]														
1. _____						6. _____								
2. _____						7. _____								
3. _____						8. _____								
4. _____						9. _____								
5. _____						10. _____								
VAKLEERLINGSKAP / APPRENTICESHIP														
Ambag waarin gekwalifiseerd / Trade qualified in:								Datum / Date:						
Naam van Maatskappy waar vakleerlingskap voltooi is / Name of company where apprenticeship was completed:														
Vaktoets / Trade Test:		Geslaag Passed		Nie Geskryf Did not write		Nie Geslaag Failed		Indien geslaag meld / If passed state:		Kontraknommer / Contract Number			Datum / Date	
VERDERE STUDIE / FURTHER STUDIES														
Studeer u tans of beplan u verdere studie? / Are you studying at the moment or do you intend to? _____														
Besonderhede / Particulars: _____														
ANDER OPLEIDING / OTHER TRAINING														
Enige opleiding nog nie gemeld nie / Any training not yet listed: _____														
Lidmaatskap van Instituut / Vereniging / Membership of Institute / Association:														
Bestuurderslisensies / Drivers Licences:		Ligte Voertuig / Light Vehicle		Swaarvoertuig / Heavy Vehicle		Ekstra Swaarvoertuig / Extra Heavy Vehicle		Motorfiets bo 50cc / Motorcycle over 50cc		Ander [Spesifiseer] / Other [Specify]: _____				
Datum van uitreiking / Date issued														

5. ONDERVINDING / EXPERIENCE

HUIDIGE EN VORIGE BETREKKINGS BEKLEE [Begin met die laaste] PRESENT AND PREVIOUS POSITIONS HELD [Start with latest]							
Naam en Adres van werkgever Name and address of employer	Pos beklee Position held	Direkte Toesighouer Immediate Supervisor	Dienstydperk Period of Service	Salaris / Salary per			Rede vir diensbeëindiging Reason for termination of service
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
			Van / From:				
		Tel:	Tot / To:	week week	maand month	jaar year	
Is u tans werksaam? / Are you employed at present? _____							
Het u enige kontraktuele verpligtinge teenoor u werkgever? Indien wel, meld besonderhede. / Do you have any contractual obligations towards your present employer? If so, furnish particulars. _____							
Het u voorheen om 'n betrekking by die Munisipaliteit aansoek gedoen? / Have you ever applied for a position at the Municipality?			Ja Yes		Nee No		
Indien wel, meld pos waarvoor u aansoek gedoen het. / If so, state position applied for. _____							
Was u voorheen by hierdie Munisipaliteit in diens? / Were you previously employed by this Municipality?			Ja Yes		Nee No		
Noem 2 persone by u vorige werkgewers na wie vertroulik verwys kan word i.v.m u aansoek / Name 2 persons at your previous employers to whom confidential reference may be made concerning your application:							
Naam / Name	Adres en Telefoonnommer / Address and Telephone Number					Beroep / Occupation	

6. ALGEMEEN / GENERAL

Is u voorheen / Have you ever been -

[a] Skuldig bevind aan 'n kriminele oortreding? /
Convicted of a criminal offence?

Ja
Yes

Nee
No

[b] Ontslaan uit diens? /
Dismissed from employment?

Ja
Yes

Nee
No

Is enige kriminele saak teen u hangende?
Is any criminal case pending against you?

Ja
Yes

Nee
No

Indien wel, meld besonderhede op 'n aparte vel / If so, state particulars on separate sheet.

Is u insolvent of onder administrasie? /
Are you insolvent or under administration?

Ja
Yes

Nee
No

Indien wel, meld besonderhede op 'n aparte vel / If so, state particulars on separate sheet.

Was u of is u tans lid van 'n Munisipale Pensioenfonds?

Have you ever been or are you at present a member of a Municipal Pension Fund?

Ja
Yes

Nee
No

Tydperk / Period

Hoe het u van die betrekking verneem? / How did the position come to your attention? _____

Indien in die Pers, watter koerant? / If in the Press, which paper? _____

7. TER INLIGTING / FOR INFORMATION

[a] Indien 'n applikant genooi word om op onkoste van die Raad 'n onderhoud by te woon en sodanige applikant die betrekking aangebied word en die nie aanvaar nie, sal die Raad geen reis-, en verblyfkoste aan die applikant terugbetaal nie. / If an applicant is invited to attend an interview at the expense of the Council and such applicant, being offered the position, do not accept the appointment, the Council will not reimburse the applicant with the travelling and subsistence costs.

[b] Iemand wat invloed werf met die doel om aangestel te word in 'n pos in die Raad se diens, sal nie vir aanstelling in aanmerking geneem word nie. / Any person canvassing for the purpose of being appointed in a post in the Council's service shall not be considered for appointment.

[c] U besonderhede soos vervat in die aansoek sal gekontroleer word voor aanstelling. / Your particulars as contained in the application will be checked before appointment.

[d] U besonderhede sal met die SAPD uitgeklaar word. / Your particulars will be cleared with the SAPS.

8. VERKLARING / DECLARATION

Ek verklaar dat die voorafgaande besonderhede na die beste van my wete waar en juis is; verder verstaan en aanvaar ek dat indien ek aangestel word, my aanstelling onderworpe is aan die bepalings van die Diensvoorwaardes en Beleid van die Raad en enige toepaslike wetgewing.

I declare that the above particulars are, to the best of my knowledge true and correct and understand and accept that if I am appointed, my appointment will be subject to the provisions of the Conditions of Services and the Policy of the Council as well as any applicable legislation.

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Handtekening van applikant /
Signature of applicant: _____

SLEGS VIR KANTOOR GEBRUIK / FOR OFFICE USE ONLY

Onsuksesvol Unsuccessful	Aanstelling Appointment	Bevordering Promotion	Oorplasing Transfer	Tydelik Temporary	Permanent Permanent
Posbenaming / Designation:		Departement / Department:		Afdeling / Division:	
Met ingang van / With effect from:		Kerf / Notch:		R	
Posvlak / Post Level:					
Opmerkings / Remarks:				Datum / Date:	
Aangeteken / Recorded:					
ADJUNK BESTUURDER KORPORATIEWE DIENSTE / DEPUTY MANAGER CORPORATE SERVICES					