

VERTROULIK / CONFIDENTIAL

Review date: August 2016

MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

☎ Telephone No (028)2143300
Fax No (028) 2141289
✉ P O Box 24
Caledon
7230



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AANSOEK OM BETREKKING - APPLICATION FOR EMPLOYMENT

POSBENAMING:

DESIGNATION:

Aanwysings: (a) Voltooi vorm in u eie handskrif met 'n swart pen (b) Merk die toepaslike blokkie met 'n "X" (c) Gesertifiseerde afskrifte van sertifikate en ander dokumente moet hierdie aansoek vergesel (d) Alle vrae moet volledig beantwoord word, ook deur werknemers van die Munisipaliteit Theewaterskloof	Directions: (a) Complete form in own handwriting with a black pen (b) Mark the appropriate block with a "X" (c) Certified copies of certificates and other documents must accompany this application (d) All questions must be answered in full. This also applies to employees of the Theewaterskloof Municipality
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PERSONLIKE BESONDERHEDE / PERSONAL PARTICULARS

Titel / Title		Dr	Mnr / Mr	Mev / Mrs	Mej / Miss
Geslag/Gender		Manlik/Male	Vroulik/Female	Merk met 'n "X"/ Mark with an "X"	
Van / Surname			Nooiensvan / Maiden name		
Voornam(e) (voluit) / First Names (in full)				Huistaal / Home language	
Geboortedatum / Date of Birth		Ouderdom / Age		Identiteitsnommer / Identity number	
Burgerskap / Citizenship			Aantal afhanklike kinders / Number of dependant children:		
Bevolkingsgroep/ Ethnic group		Kleurling/Coloured	Indiër/Indian	Swart/Black	Wit/White
Huwelikstatus / Marital Satus:		Ongetroud / Single	Getroud / Married	Geskei / Divorced	Wewenaar / Widower
Permanente Posadres / Permanent Postal address:		Tel. (Huis /Home) :..... Tel. (Werk/Work) :..... Sel. Nr./No.....		Ander maniere van kontak indien geen telefoon / Other means of contact if no telephone	
		E-mail:			
Is enige van u familie of kennisse in diens van die Munisipaliteit? / Are any of your relatives or acquaintances employed by the Municipality? Indien wel, meld Naam en Verwantskap / If "Yes", state Name and Relationship:					

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
Afrikaans			
Engels / English			
Ander (Spesifiseer			

Rekenaarvaardigheid/ Computer 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"

Microsoft Word	Microsoft Excel	MS Powerpoint	E-pos/Email	Ander/ Other

OPLEIDING / EDUCATION

SKOOL / SCHOOL (Heg gesertifiseerde afskrifte van sertifikate aan/Attach certified copies of certificates)

Hoogste graad/standerd geslaag / Highest grade/standard passed	Jaar / Year	Akademies / Academic	Tegnies / Technical	Handel / Commerce	Prakties / Practical
.....

Naam van skool / Name of school	Plek / Place
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Vakke geslaag (Simbool) /
Subjects passed (Simbol):

1.	5.
2.	6.
3.	7.
4.	8.

NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION

(Heg gesertifiseerde afskrifte van sertifikate aan/Attach certified copies of certificates)

Naam van Inrigting en Plek / Name and Place of Institution	Tydperk bygewoon / Period attended Van / From	Tot / To	Kwalifikasie verwerf / Qualification obtained
.....
.....

Vakke geslaag (Simbool) /
Subjects passed (Simbol):

1.	5.
2.	6.
3.	7.
4.	8.

Bestuurderslisensies / Drivers Licences	Ligte voertuig Light Vehicle	Swaarvoertuig Heavy Vehicle	Ekstra Swaar voertuig/Extra Heavy Vehicle	Motorfiets bo 50cc / Motor- cycle over 50cc	Openbare Bestuurs- permit / PDP
Kode / Code				
Datum van uitreiking / Date issued

ALGEMEEN / GENERAL

Is u lid van 'n geregistreerde Mediese fonds? / Are you a member of a Medical Aid?

Yes/No

Lid van 'n Pensioenfonds? / Are you at present a member of a Municipal Pension Fund?

Yes/No

Gestremd: Ja (Verskaf asb. besonderhede) / Nee *Disabled: Yes (Provide details)/ No

Het u 'n kriminele rekord? Wat was die aard van die oortreding (gee besonderhede)
Do you have a criminal record? What was the nature of the offence (give details)Ja/ Nee
Yes/ NoWas u al voorheen onderwerp aan dissiplinere optrede deur u huidige of vorige werkgewer?
Where you previously subjected to disciplinary action at your current of previous employerJa/ Nee
Yes/ No**Gee besonderhede - aard en uitspraak / Provide details - nature and finding****KONTROLELYS/ CHECKLIST**Is afskrifte van die volgende hierby aangeheg? / Are copies of the following attached? (Merk die toepaslike blokkie met
n "X"/ Mark the appropriate block with an "X")

Identiteitsdokument/ Identity document	
Bestuurderslisensie/ Driver's licence	
Kwalifikasiesertifikate/ Qualification certificates	
Skoolsertifikaat/ School certificate	

TER INLIGTING / FOR INFORMATION(a) Indien 'n applikant genooi word om op onkoste van 'n Raad 'n onderhoud by te woon en sodanige applikant die
betrekking aangebied word en dit nie aanvaar nie, sal die Raad geen reis en verblyf koste aan die applikant
terugbetaal nie.If an applicant is invited to attend an interview at the expense of a 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 guns 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 to be appointed to a position in Council's service shall not be considered for an
appointment.**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 Diensvoor-
waardes en Beleid van die Munisipaliteit en enige toepaslike wetgewing.I declare that the above information 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 conditions of Service and the Policy of the Municipality
and any applicable legislation.

Geteken te op die dag van20.....

Signed at on the day of20.....

Handtekening van applikant /

Signature of applicant

WERK ONDERVINDING / WORK EXPERIENCE

HUIDIGE EN VORIGE BETREKKINGS BEKLEE (Begin met u huidige betrekking eerste)
PRESENT AND PREVIOUS POSITIONS HELD (Start with your current post first)

Naam en adres van werkgever Name and address of employer	Pos beklee Position held	Direkte Toesighouer Immediate Supervisor	Dienstydperk Period of Service	Loon / Salaris Wage / Salary	Rede vir diensbeëindiging Reason for termination of service
			Van/From:		
		Tel:	Tot/To:		
			Van/From:		
		Tel:	Tot/To:		
			Van/From:		
		Tel:	Tot/To:		
			Van/From:		
		Tel:	Tot/To:		
			Van/From:		
		Tel:	Tot/To:		

Is u tans werksaam? /
 Are you employed at present?

Indien nie, hoe lank is u sonder werk? /
 If not, state period of unemployment:

Wanneer kan u diens aanvaar? /
 When can you assume duty?

Bruto salaris verlang/Gross salary requiredper jaar/per year.

Het u enige kontraktuele verpligtinge teenoor u huidige Werkgever? / Do you have contractual obligations towards your present employer?
 Indien wel, meld besonderhede / If so, furnish particulars

.....

VERWYSINGS/REFERENCES *I hereby give the municipality permission to contact my references listed* **Signature:**

Noem 3 persone by u vorige werkgevers met wie geskakel kan word in verband met u aansoek /
 Name 3 persons at your previous employers who may concerning your application.

Naam/Name	Adres / Address	Telefoonnommer / Telephone Number	Posisie / Position