

VERTROULIK / CONFIDENTIAL

MUNISIPALITEIT TSWELOPELE MUNICIPALITY

Telefoon : 051 853 1111 / 2 / 3
 Faks : 051 853 1332
 Posbus : 3
 Poskode : 9670

Telephone : 051 853 1111 / 2 / 3
 Fax : 051 853 1332
 PO Box : 3
 Postal Code : 9670

AANSOEK OM BETREKKING / APPLICATION FOR EMPLOYMENT

1. AANWYSINGS / DIRECTIONS

[a] Voltooi vorm in u eie handskrif. [b] Merk die toepaslike blokkie met 'n "X". [c] Oorspronklike en ander dokumente moet nie met hierdie aansoek voorgelê word nie - slegs gesertifiseerde afskrifte. [d] Alle vrae moet volledig beantwoord word, ook deur werknemers van die Munisipaliteit.	[a] Complete form in own handwriting. [b] Mark the appropriate block with an "X". [c] Original certificates and other documents must not be submitted with this application - only certified copies. [d] All questions must be answered in full. This also applies to employees of the Municipality.
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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]								
							Ja / Yes			Nee / No	
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, 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 Swaarvoer- tuig / 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 werkgewer 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
				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 werkgewer? 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	
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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	
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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 verblyf-koste 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.

20 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
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Posbenaming / Designation: _____ Departement / Department: _____ Afdeling / Division: _____

Met ingang van / With effect from: 20 Kerf / Notch: R

Posvlak / Post Level: _____

Opmerkings / Remarks: _____ Datum / Date: _____

Aangeteken / Recorded: _____