



# MUNISIPALITEIT DAWID KRUIJER MUNICIPALITY

## AANSOEK OM BETREKING APPLICATION FOR EMPLOYMENT

Subdirektoraat Menslike Hulpbronne  
Sub Directorate Human Resources  
Privaatsak / Private Bag X6003  
UPINGTON 8800

☎ 054 338 7038  
☎ 054 338 7350

### VERTROULIK / CONFIDENTIAL

#### NOTA / NOTE

1. Voltooi asseblief hierdie vorm in u eie handskrif.  
Kindly complete this form in your own handwriting.
2. Gewaarmerkte afskrifte van kwalifikasiesertifikate moet hierdie aansoek vergesel.  
Certified copies of qualifications must accompany this application.
3. Aansoekers word aangeraai om nie hul huidige werkgewer kennis te gee alvorens hulle 'n skriftelike aanbod van indiensneming ontvang nie.  
Applicants are advised against giving notice to their present employer before receiving a written offer of employment
4. Geen aanstelling sal gemaak word alvorens alle vereiste sertifikate ingehandig is nie.  
No appointment will be made unless all required certificates have been handed in.

#### APPLIKANT / APPLICANT

Betrekking waarvoor aansoek gedoen word :

Position applied for : \_\_\_\_\_

Van : \_\_\_\_\_  
Surname : \_\_\_\_\_

Voorname : \_\_\_\_\_  
Christian Names : \_\_\_\_\_

Adres : \_\_\_\_\_  
Address : \_\_\_\_\_

Telefoon : Huis : \_\_\_\_\_ Werk : \_\_\_\_\_  
Telephone : Home : \_\_\_\_\_ Work : \_\_\_\_\_

Sel : \_\_\_\_\_  
Cell : \_\_\_\_\_

1. Die volgende inligting word benodig vir die doeleindes van Gelyke Indiensneming:  
The following information is required for Employment Equity purposes:

Manlik  Vroulik   
Male  Female

Swart  Kleurling  Blank  Indiër   
African  Coloured  White  Indian

Persoon met 'n gebrek : Ja  Nee   
Person with a disability : Yes  No

Indien ja, gee 'n beskrywing van die aard van die gebrek :  
If Yes, specify the nature of disability : \_\_\_\_\_

2. Identiteitsnommer :   
Identity number :

3. Is u in besit van 'n geldige bestuurderslisensie?  JA  NEE   
Are you in possession of a valid drivers license?  YES  NO  Kode: \_\_\_\_\_  
Code: \_\_\_\_\_

### KWALIFIKASIES / QUALIFICATIONS

#### SKOOLOPLEIDING / SCHOOL EDUCATION

Laaste skool bygewoon: \_\_\_\_\_ Plek : \_\_\_\_\_  
Last school attended : \_\_\_\_\_ Place: \_\_\_\_\_

Hoogste standaard op skool geslaag: \_\_\_\_\_ Jaar : \_\_\_\_\_  
Highest standard passed at school: \_\_\_\_\_ Year : \_\_\_\_\_

Vakke geslaag / Subjects passed

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

### NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION

Naam van Inrigting Name of Institution	Tydperk Bygewoon Period Attended	Kwalifikasie(s) & Jaar verwerf Qualification(s) & Year obtained

Meld enige verdere studie(s) tans besig / Mention any further studies busy with:

### Professionele Kwalifikasies / Professional Qualifications

Lidmaatskap van Instituut / Vereniging (Registrasie): \_\_\_\_\_  
Membership of Institute / Association (Registration) : \_\_\_\_\_

### VAKLEERLINGSKAP / APPRENTICESHIP

Ambag waarin gekwalifiseerd : \_\_\_\_\_  
Trade Qualified in : \_\_\_\_\_

Vaktoets : 

Geslaag	Nie geskryf	Nie geslaag	Indien geslaag meld
Pass	Did not write	Failed	If passed state

  
Trade Test :

Kontraknommer : \_\_\_\_\_ Datum : \_\_\_\_\_  
Contract Number : \_\_\_\_\_ Date : \_\_\_\_\_

## ALGEMEEN / GENERAL

Advertensie gesien in (Meld Publikasie) : \_\_\_\_\_  
 Advertisement seen in (State Publication) : \_\_\_\_\_

### ONDERVINDING / EXPERIENCE

Huidige Werkgewer : \_\_\_\_\_ Plek : \_\_\_\_\_  
 Present Employer : \_\_\_\_\_ Place: \_\_\_\_\_

Posbenaming / Job Title : \_\_\_\_\_

Huidige Salaris / Present Salary : \_\_\_\_\_

Byvoordele / Fringe Benifits : \_\_\_\_\_

Dienstydperk : Vanaf : \_\_\_\_\_ Tot : \_\_\_\_\_  
 Period of Service: From : \_\_\_\_\_ To : \_\_\_\_\_

#### **PLIGTE / DUTIES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vorige Ondervinding Previous Experience	Vanaf From	Tot To	Salaris Salary	Posbenaming Job Title	Rede vir diensbeëindiging Reason for leaving

### WERKSVERWYSING / WORK REFERENCE

Naam Name	Posisie Position	Telefoon Telephone

## VERKLARING / DECLARATION

EK VERKLAAR dat die voorafgaande besonderhede na die beste van my wete waar en juis is. Ek aanvaar dat enige onjuiste inligting wat ek tydens my aansoek aan die Raad verstrek, kan lei tot my summiere ontslag. Ek aanvaar dat, indien ek aangestel word, my aanstelling onderworpe is aan die bepalings van die Diensvoorwaardes en Beleid van die Raad en enige toepaslike wetgewing. Ek onderneem om my te onderwerp aan die Dissiplinêre Kode en Griewe-prosedure soos deur die Raad toegepas en van tyd-tot-tyd gewysig word en dat ek myself sal vergewis van die inhoud daarvan.

I DECLARE that the above particulars are, to the best of my knowledge, true and correct. I accept that any false information furnished to the Council in this application may lead to my immediate dismissal. I accept that, should I be appointed, my appointment will be subject to the provisions of the Conditions of Service and Policy of the Council, as well as any applicable legislation. I undertake to adhere to the disciplinary Code of Grievance Procedure as applied and amended from time to time by the Council and that I will satisfy myself as to the contents thereof.

\_\_\_\_\_  
HANDTEKENING / SIGNATURE

\_\_\_\_\_  
DATUM / DATE

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

Aangestel as : \_\_\_\_\_ Posvlak : \_\_\_\_\_  
Appointed as : \_\_\_\_\_ Job Level : \_\_\_\_\_

Direktoraat : \_\_\_\_\_ Subdirektoraat : \_\_\_\_\_  
Directorate : \_\_\_\_\_ Sub Directorate : \_\_\_\_\_

Afdeling : \_\_\_\_\_  
Division : \_\_\_\_\_

Begrotingsposnommer : \_\_\_\_\_ Aanstellingsdatum : \_\_\_\_\_  
Budget post number : \_\_\_\_\_ Date of Appointment : \_\_\_\_\_

Werkdae per week : \_\_\_\_\_ Werksure per dag : \_\_\_\_\_  
Working days per week : \_\_\_\_\_ Working hours per day : \_\_\_\_\_

Bank / Bouvereniging & Tak : \_\_\_\_\_ Rekeningnommer : \_\_\_\_\_  
Bank / Building Society & Branch : \_\_\_\_\_ Account Number : \_\_\_\_\_

Salarisskaal : \_\_\_\_\_ Salariskerf : \_\_\_\_\_  
Salary Scale : \_\_\_\_\_ Salary Notch : \_\_\_\_\_

#### Besonderhede van vorige Posbekleër / Particulars of Previous Occupier

Naam : \_\_\_\_\_ Salarisnommer : \_\_\_\_\_  
Name : \_\_\_\_\_ Salary Number : \_\_\_\_\_

\_\_\_\_\_  
Voorsitter / Chairman : \_\_\_\_\_ Datum / Date : \_\_\_\_\_