



**AANSOEK OM BETREKKING**

**APPLICATION FOR EMPLOYMENT**

**NOTES TO APPLICANT / NOTAS AAN APPLIKANT**

- ⇒ Thank you for your interest in seeking employment with us
- ⇒ Complete the form in your own handwriting in ink
- ⇒ Mark appropriate answers with a "x" where applicable
- ⇒ For the purpose of the Employment Equity Act, (1998) all statistics details should please be completed
- ⇒ Please attach certified copies of the following documents together with this application form and indicate which items you have included by placing an ✓ in the space provided
- ⇒ Dankie dat u belang stel om werksaam by ons te wees
- ⇒ Voltooi die vorm in u eie handskrif
- ⇒ Merk die toepaslike antwoord met 'n "x" waar van toepassing
- ⇒ Vir die doeleindes van die Wet op Gelyke Indiensneming, (1998) moet alle inligting voorsien word
- ⇒ Heg asseblief gesertifiseerde kopieë van die volgende dokumente saam met hierdie aansoekvorm aan en merk met 'n ✓ die items wat u aangeheg het in die spatie wat verskaf word

ID Book/Passport	ID dokument/Paspoort
School Certificate	Skool Sertifikaat
Degree, Diploma or other educational certificates	Graad, Diploma sertifikate of ander opvoedkundige sertifikate
Testimonials/References	Getuigskrifte/Verwysings
Driver's licence	Bestuurderslisensie
Certificate of service	Dienssertifikaat
Other	Ander
Total no. of pages attached	Totale aantal bladsye aangeheg

**PERSONAL DETAILS/PERSOONLIKE BESONDERHEDE**

Name of Candidate Naam van Kandidaat									
Position applied for Pos waarvoor u aansoek doen									
Department Departement									
Date Datum									
Postal Address: Posadres:				Physical Address: Woonadres:					
Code Kode				Code Kode					
Telephone Telefoon	(H)			(W)			(C)		
Date of Birth Geboortedatum		Country of Birth Land van geboorte							
ID number ID nommer		Passport number Passport nommer							
Sex Geslag			Race Ras			Disabled Gestremd	Yes Ja	No Nee	
Driver's licence Bestuurderslisensie		Yes Ja	No Nee	Period Tydperk					
Code Kode		Vehicle Restrictions Voertuig Beperkings			PDP	Yes Ja	No Nee		
				PDP Code Kode (G, P, P)		Expiry date Vervaldatum			
Language proficiency. In the schedule below, indicate proficiency as "Good", "Fair", "Poor" or "None" Taalvaardigheid. Dui in die tabel hieronder u vaardigheid aan as "Goed", "Redelik", "Swak" of "Geen"									
Language Taal		Read Lees		Write Skryf		Speak Praat		Highest qualification Hoogste kwalifikasie	
Afrikaans									
English Engels									
Other (specify) Ander (spesifiseer)									

## EDUCATION & QUALIFICATIONS/OPVOEDING & KWALIFIKASIES

Type Tipe	Name & Location / Naam & Stad / Dorp Subjects / Courses Vakke / Kursusse	Period from Tydperk vanaf	Period to Tydperk tot
<p style="text-align: center;">High School / Hoërskool</p> <p>.....</p> <p>.....</p> <p>Meld hoogste jaar/graad geslaag</p> <p>.....</p> <p>.....</p>	<p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p> <p>6. ....</p> <p>7. ....</p> <p>8. ....</p>		
<p>1. Tertiary Education (University/Technikon/College)</p> <p>Tersiëre Opvoeding (Universiteit/Technikon/Kollege)</p> <p>.....</p> <p>.....</p>	<p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p> <p>6. ....</p> <p>7. ....</p> <p>8. ....</p>		
<p>2. Tertiary Education (University/Technikon/College)</p> <p>Tersiëre Opvoeding (Universiteit/Technikon/Kollege)</p> <p>.....</p> <p>.....</p>	<p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p> <p>6. ....</p> <p>7. ....</p> <p>8. ....</p>		

3. Tertiary Education (University/Technikon/College) Tersiere Opvoeding (Universiteit/Technikon/Kollege) ..... .....	1. .... 2. .... 3. .... 4. .... 5. .... 6. .... 7. .... 8. ....		
Other Ander ..... ..... .....			

**OPLEIDING/TRAINING**

*This includes government training schemes, apprenticeships, short courses  
 Hierdie sluit in alle staat opleidingskemas, vakleerlingskappe, kort kursusse*

Course Title Titel van Kursus	Organisation Organisasie	From/To Vanaf/Tot

**MEMBERSHIP OF PROFESSIONAL INSTITUTES/LIDMAATSKAP AAN PROFESSIONELE INSTANSIES**

*Please indicate whether membership is by examination or qualification/Dui asseblief aan of lidmaatskap deur middel van eksamen of kwalifikasie is*

Institute Instituut	Level of Membership Vlak van Lidmaatskap	From/To Vanaf/Tot





## GENERAL/ALGEMEEN

Are any of your relatives or acquaintances employed by the council or a councillor? Is enige van u familie of kennisse in diens van die raad of 'n raadslid?	Yes Ja	No Nee	If "Yes", state name, department & relationship Indien wel, meld naam, departement & verwantskap
If not, state period of unemployment? Indien nie, hoe lank is u sonder werk?			
When can you assume duty? Wanneer kan u diens aanvaar?			
Do you have any contractual obligations towards your previous employer? If so, furnish particulars Het u enige kontraktuele verpligtinge teenoor u huidige werkgever? Indien wel, meld besonderhede			
Have you ever been/Is u voorheen: Convicted of a criminal offence? Skuldig bevind aan 'n kriminele oortreding?	Yes Ja		No Nee
Dismissed from employment Ontslaan uit diens If so, state particulars on separate sheet/ Indien wel, meld besonderhede op 'n aparte vel	Yes Ja		No Nee
State particulars concerning your health and ability to perform the specific work which you think council should be aware of. Meld besonderhede wat u dink die raad behoort te weet rakende u gesondheid en vermoë om die spesifieke werk te doen.			

## FOR INFORMATION/TER INLIGTING

- ✓ If an applicant is invited to attend an interview at the expense of the council and such applicant, being offered the position does not accept the appointment, the council will not reimburse the applicant with the travelling and subsistence costs.  
Indien 'n applikant genooi word om op onkoste van die 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.
- ✓ Any person canvassing with a view to being appointed to a post in the council's service shall be disqualified.  
Iemand wat invloed werf met die doel om aangestel te word in 'n pos in die raad se diens, sal diskwalifiseer word.

## DECLARATION/VERKLARING

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 Service and the Policy of the council and any applicable legislation.

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.

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
HANDTEKENING VAN APPLIKANT

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

Was this form completed by yourself?

Yes/Ja

Het uself die vorm voltooi?

No/Nee

Indicate in the space below why you qualify for this job with relation to the KPA set out in the advert?  
Dui in die onderstaande spasie aan waarom u kwalifiseer vir hierdie pos met verwysing na die KPA soos uiteengesit in die advertensie.

*Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Use separate sheet if necessary)*  
*Dui asseblief spesifieke vaardighede of ondervinding wat aan die vereistes van die posbeskrywing of spesifikasies voldoen. Hierdie vaardighede mag in u huidige of vorige pos, opvoeding, opleiding, huislike aktiwiteite, vrywillige werk of vrye tyd bereik geword het. (Gebruik aparte blad indien nodig)*

A large rectangular area with a solid black border, containing numerous horizontal dotted lines for writing.