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**AANSOEK OM BETREKING – APPLICATION FOR EMPLOYMENT**

**1. AANWYSING / 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 sertifikate en dokumente moet nie met hierdie aansoek voorgelê word nie.	(c) Original certificates and documents must not be submitted with this application.
(d) Alle vrae moet volledig beantwoord word, ook deur werknemers van die Umsobomvu Plaaslike Munisipaliteit.	(d) All questions must be answered in full. This also applies to the employees of the Umsobomvu Local Municipality.
(e) *Word vereis vir gelyke indiensneming/regstellende aksie doeleindes.	(e) *Is required for employment equity/affirmative action purposes.

**2. BESONDERHEDE VAN BETREKING VERLANG / PARTICULARS OF POSITION APPLIED FOR**

Posbenaming: Designation: .....	Direktoraat: Directorate: .....
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**3. PERSOONLIKE BESONDERHEDE / PERSONAL PARTICULARS**

Van / Surname:		*Manlik Male				*Vroulik Female			
Voorname (Voluit) / Christian Names (In Full):		ID Nommer / Paspoort Nommer / ID Number / Passport Number							
Burgerskap / Citizenship		*Bevolkingsgroep / Population Group		Gestremd / Disabled	Ja Yes	Nee No	Aard van Gestremdheid / Nature of Disability		
Permanente Posadres: Permanent Postal Address: ..... ..... ..... .....	Tel: (Huis / Home)		Permanente Woonadres: Permanent Residential Address: ..... ..... ..... .....						
	Tel: (Werk / Work)								
	Cell Number								
Is enige van u familie of kennisse in diens van die Raad? Are any of your relatives or acquaintances employed by the Council?				Ja Yes		Nee No			
Indien wel, meld Naam, Direktoraat en Verwantskap: If "Yes", state Name, Directorate 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	Hoogste Taalkwalifikasie / Highest Language Qualification					
Afrikaans									
Engels / English									
Sotho									
Tswana									
Xhosa									
Ander (Spesifiseer) / Other (Specify)									

4. OPLEIDING / EDUCATION (Heg gewaarmerkte afskrifte aan / Certified copy's to be attached)

SKOOL / SCHOOL					
Hoogste Graad Geslaag: Highest Grade Obtained:	Jaar: Year:	Akademies: Academical:	Tegnies: Technical:	Handel: Commerce:	Prakties: Practical:
Naam van Skool: Name of School:		Plek: Place:			
Vakke Geslaag / Subjects Passed:					
1. ....	2. ....	3. ....	4. ....	5. ....	6. ....

NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION (Heg gewaarmerkte afskrifte aan / Certified copy's to be attached)			
Naam van Inrigting en Plek Name & Place of Institution	Tydperk Bygewoon Period Attended		Kwalifikasie Verwerf: Slegs Voltooide Grade/Diplomas en Sertifikate Qualification Obtained: Only completed degrees, Diplomas and Certificates
	Van / From	Tot / To	
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Vakke Geslaag / Subjects Passed:	
1. ....	6. ....
2. ....	7. ....
3. ....	8. ....
4. ....	9. ....
5. ....	10. ....

VAKLEERLINGSKAP / APPRENTICESHIP (Heg gewaarmerkte afskrifte aan / Certified copy's to be attached)						
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:	<input type="checkbox"/> Geslaag Passed	<input type="checkbox"/> Nie Geskryf Did not Write	<input type="checkbox"/> Nie Geslaag Failed	Indien geslaag meld: If passed state:	Kontaknommer: Contact 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:					
Permanente Bestuurderslisensie / Permanent Drivers Licences: Heg gewaarmerkte agskrifte aan / Certified copies to be attached.	<input type="checkbox"/> Ligte Voertuig / Light Vehicle	<input type="checkbox"/> Swaar Voertuig / Heavy Vehicle	<input type="checkbox"/> Ekstra Swaar Voertuig / Extra Heavy Vehicle	<input type="checkbox"/> Motorfiets Bo 50cc / Motorcycle Over 50cc	Ander (Spesifiseer) / Other (Specify): ..... .....
Datum van uitreiking en Kode / Date issued and Code	.....	.....	.....	.....	.....

**5. ONDERVINDING / EXPERIENCE**

**HUIDIGE EN VORIGE BETREKKINGS BEKLEE (Begin met die laaste.)  
PRESENT AND PREVIOUS POSITIONS HELD (Start at latest.)**

Naam en Address van Werkgever Name and Address of Employer	Pos. Beklee Position Held	Direkte Toesighouer Immediate Supervisor	Dienstydperk Period of Service	Loon / Salaris Wage / Salary PER			Rede vir Diensverlating 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	

Is u lams werksaam? /  
Are you employed at present?  
Wanneer kan u diens aanvaar? /  
When can you assume duty?  
Tel: \_\_\_\_\_

Hei u voorheen om 'n betrekking by die Umsobomvu Munisipaliteit aansoek gedoen? /  
Have you ever applied for a position at the Umsobomvu Municipality?  
JA / NEE / YES / NO

Was u voorheen by hierdie Munisipaliteit in diens? /  
Were you previously employed by this Municipality?  
JA / NEE / YES / NO

**VERWYSINGS / REFERENCES**  
Noem 2 persone in n toesighoudende hoedanigheid by u vorige werkgewers van wie vertroulike verwysings bekom kan word i.v.m. u aansoek /  
Name: 2 in a supervisory position at your previous employers to whom confidential reference may be made concerning your application

Adres en Werktelefoonnummer / Address and Business Telephone Number:  
Beroep / Occupation:  
Adres en Werktelefoonnummer / Address and Business Telephone Number:  
Beroep / Occupation:

Indien nie, hoe lank is u sonder werk /  
If not, state period of unemployment.  
Bruto salaries verlang /  
Gross salary require:  
Indien wel, meld pos waarvoor u aansoek gedoen het /  
If so, state position applied for:

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

Per Jaar  
Per Year

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6. **DISSIPLINERE / KRIMINELE REKORD / DISCIPLINARY / CRIMINAL RECORD**

Het u enige kriminele/dissiplinere sake hangend teen u /Do you have any criminal /disciplinary cases pending? .....

Is u al skuldig bevind aan enige kriminele misdryf of dissiplinere wangedrag / Have you been found guilty of any criminal case/disciplinary misconduct? .....

7. **TER INLIGTING / FOR INFORMATION**

- (a) Indien 'n applikant genooi word om 'n onderhoud by te woon sal reis- en verblyf koste ooreenkomstige beleid van die Raad aan die applikant terugbetaal word.  
If an applicant is invited to attend an interview, the Council will reimburse the applicant with the travelling and subsistence costs according to the Council's policy.
- (b) Iemand wat invloed werf met die doel om aangestel te word in 'n pos in die Raad se diens, sal nie vir aanstelling daarin in aanmerking geneem word nie.  
Any person canvassing with a view to being appointed to a post in the Council's service shall not be considered for an appointment.

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 dit onderworpe is aan die bepalinge en diensvoorwaardes en Beleid van die Raad en enige toepaslike wetgewing. Met ondertekening van die aansoekvorm gee ek toestemming dat Umsobomvu munisipaliteit my kwalifikasies mag nagaan en by die SAPD inligting mag bekom rakende enige kriminele sake.

I declare that the above-mentioned 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. By attaching my signature to the application I give consent that my qualifications may be vetted and that SAPS may provide information regarding any criminal cases.

D	D	M	M	Y	Y	Y	Y
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Handtekening van applicant / Signature of applicant: .....

Indien in diens van die Umsobokvu Munisipaliteit, meld betaalnommer / If employed by the Umsobokmvu Municipality, state pay number:

9. **SLEGS VIR KANTOORGEBRUIK / FOR OFFICE USE ONLY**

Onsuksesvol Unsuccessful	Aanstelling Appointment	Bevordering Promotion	Oorplasing Transfer	Tydelik Temporary	Permanent Permanent	Deeltyds Part Time
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Posbenaming / Designation: .....

Departement / Department: ..... Afdeling / Division: .....

Met Ingang van / With effect from: 

D	D	M	M	Y	Y	Y	Y
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 Kerf / Notch:

Gradering / Grade: .....

Opmerkings / Remarks: .....

Datum / Date: .....

Goedgekeur / Approved: .....

<b>DEPARTEMENTSHOOF</b> HEAD OF DIRECTORATE	<b>MENSLIKE HULPBRONNEBEAMPTTE</b> HUMAN RESOURCE MANAGEMENT OFFICER
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