



SENTRAAL KAROO DISTRIKSMUNISIPALITEIT / CENTRAL KAROO DISTRICT MUNICIPALITY

AANSOEK OM BETREKKING / APPLICATION FOR EMPLOYMENT

63 Donkin Street / Donkinstraat 63
 Private Bag X560 / Privaatsak X560 / Ingxowa X560
 BEAUFORT WES (T)/BHOBHOFOLO
 6970
 iFaksi/Fax/Faks: 023-415 1253
 iFowuni/Tel: 023-449 1000

1. AANWYSINGS/DIRECTIONS

1. Voltooi vorm met eie handskrif 2. Merk die toepaslike blokkie met 'n X 3. Oorspronklike sertifikate en ander dokumente moet nie met hierdie aansoek voorgelê word nie. 4. Alle vrae moet volledig beantwoord word, ook deur werknemers van Sentraal Karoo Distriksmunisipaliteit.	1. Complete form in own handwriting 2. Mark the appropriate block with an X 3. Original certificates and other documents must not be submitted with this application. 4. All questions must be answered in full. This also applies to employees of Central Karoo Municipality
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2. BESONDERHEDE VAN BETREKKING VERLANG/PARTICULARS OF POSITION APPLIED FOR

Posbenaming Designation	Standplaas (dorp): Location:
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3. PERSOONLIKE BESONDERHEDE/PERSONAL PARTICULARS

Dr	Mnr Mr	Mev Mrs	Mej Miss	Male	Female	Getroud Married	Ongetroud Single	Geskei Divorced	Wewenaar Widower	Weduwee Widow
VAN/SURNAME		NOOIENSVAN/MAIDEN NAME			Personeelnr. (Huidige Werknemers)/Staff No.(Current Employees)					
Voornaam voluit/First names (in full)							Huistaal/Home Language			
Geboortedatum/Date of Birth				Ouderdom/Age		Identiteitsnommer/Identity number				
Nasionaliteit/Nationality				Bevolkingsgroep/Ethnic Group		Bruin/Coloured		Indiër/ Indian	Swart/ Black	Wit/ White
Permanente Woonadres/Permanent Address						Tel (Huis/Home)				
						Tel (Werk/Work)				
						Selfoon/Cellphone				
						e-pos/e-mail				

Is enige van u familie in diens van hierdie munisipaliteit Indien wel, meld persoon se naam en verwantskap. Is any of your family in the service of this municipality? If yes, state the name of the person and relationship	Ja/Yes		Nee/No	
	Name/Naam:			
	Verwantskap/Relationship:			
Taalvaardigheid/Language Proficiency: Dui in die tabel hieronder u vaardigheid aan as Goed, Redelik, Swak of Geen / <i>In the schedule below indicate your proficiency as Good, Fair, Poor or None.</i>				
	Afrikaans	Engels/English	Xhosa	Ander/Other.....
Skryf/Write				
Lees/Read				
Praat/Speak				
Rekenaarvaardigheid/Computer proficiency: Dui in die tabel hieronder aan as Goed, Redelik, Swak of Geen : / / <i>In the schedule below indicate your proficiency as Good, Fair, Poor or None.</i>				
Microsoft Word	Microsoft Excel	MS PowerPoint	E-pos/E-mail	Ander/Other :

4. OPLEIDING EN KWALIFIKASIES/ TRAINING AND QUALIFICATIONS

Skool/School (Heg afskrifte van sertifikate aan/Attach copies of certificates)

Naam van Skool/Name of School	Hoogste Graad geslaag	Jaar verwerf/Year obtained

Naskoolse Opleiding/Post School Education (Heg afskrifte van sertifikate aan/Attach copies of certificates)

Naam van Universiteit of Kollege/Name of University of College	Kwalifikasie/Qualification	Jaar verwerf/Year obtained
1.		
2.		

Vakleerlingskap/Apprenticeship

Ambag/Trade	
Tydperk van Vakleerlingskap/Period of Apprenticeship	
By watter firma het u u Vakleerlingskap deurloop?/At which Firm did you complete your Apprenticeship?	

Verdere formele studies/Further formal studies

Is u tans besig met formele studies?/Are you currently busy with further formal studies	Ja/Yes		Nee/No	
Indien wel, meld naam en kwalifikasie/ If yes, state the name of the qualification				
Verwagte voltooiingsdatum/Expected date of completion				

Bestuurderslisensie/Drivers license (Heg afskrif aan/Attach copy)

Motorfiets/ Motorcycle <125cc	Motorfiets/ Motorcycle >125cc	Ligte Voertuig/Light Vehicle	Swaarvoertuig /Heavy Vehicle	Ekstra swaar voertuig/ Extra heavy vehicle	Lisensienommer/ License number	
Kode/Code A1	Kode/ Code A	Kode/ Code B	Kode/ Code EB	Kode/ Code C1	Kode/ Code EC1	Kode/ Code EC
						Tydperk geldig / Period Valid
						Leerlinglisensie / Learners License

5. VORIGE WERKSONDERVINDING/PREVIOUS WORK EXPERIENCE

Volledige besonderhede van betrekings wat u voorheen beklee het / Full particulars of previous posts occupied:

Werkgewer Employer	Betrekking beklee Position held	Direkte Toesighouer Immediate Supervisor	Dienstydperk Period of Service		Loon/Salaris per maand Wage/Salary per month	Rede vir diensbeëindiging Reason for termination
			Van/From:	Tot/to		
		Tel:				
		Tel:				
		Tel:				
		Tel:				
		Tel:				
Indien u tans werksaam is en hierdie pos word u aangebied, hoe lank is die kennisgewingtydperk wat u by u huidige werkgewer moet werk? / If you are presently employed and you are offered this post, how long is the period of notice that you must work at your current employer?						
Het u enige kontraktuele verpligtinge teenoor u huidige werkgewer? / Do you have any contractual obligations towards your current employer?					Ja/ Yes	Nee/ No
Indien wel, verskaf besonderhede daarvan./ If yes, state the particulars thereof:						
Bruto Salaris verlang: Gross Salary required		R	Per jaar/annum			

6. ALGEMEEN/GENERAL

Het u enige liggaamlike gebrek of ly u aan enige siekte?/Do you have any physical disability or do you suffer from any diseases?	Ja/ Yes		Nee/ No	
Indien wel, verskaf besonderhede daarvan: If yes, state the particulars thereof:			
Was u al skuldig bevind aan enige kriminele oortreding?/Were you found guilty of any criminal offence	Ja/ Yes		Nee/ No	
Indien wel, verskaf besonderhede daarvan: If yes, state the particulars thereof:			
Is enige kriminele saak teen u hangende?/Is any criminal case pending against you?	Ja/ Yes		Nee/ No	
Indien wel, verskaf besonderhede daarvan: If yes, state the particulars thereof:			
INTERNE KANDIDATE: Hiermee verleen ek toestemming dat my persoonlike lêer openbaar kan word aan die aanstellingskomitee. INTERNAL CANDIDATES: Herewith I agree that my personal file may be revealed to the appointment committee	Ja/ Yes		Nee/ No	

7. KONTROLELYS / CHECKLIST

Is afskrifte van die volgende hierby aangeheg? / Are copies of the following attached? (Merk die toepaslike blokkie met X/ Mark appropriate block with an X.

Identiteitsdokument/Identity Document		Kwalifikasie sertifikate/Qualification Certificates	
Bestuurderslisensie/ Drivers License		Skoolsertifikaat/School Certificate	
Getuigskrifte / Testimonials		Het ek alle afdelings van die aansoekvorm voltooi?/ Did I complete all sections of the application form?	

8. VERKLARING/DECLARATION

- a) Ek verklaar dat die voorafgaande besonderhede na die beste van my wete waar en juis is.
- b) Ek beskou die voltooiing van hierdie aansoekvorm om die betrekking hierbo vermeld as 'n aanbod van my kant om die betrekking te aanvaar in ooreenstemming met die diensvoorwaardes aan die betrekking verbonde. Indien die munisipaliteit my dus die betrekking aanbied en ek dit nie aanvaar nie, kan die munisipaliteit op diskresie handel deur:
 - i. te weier om my reis en verblyf koste (indien enige) te betaal;
 - ii. my aanspreeklik te hou vir werwingskoste wat die munisipaliteit mag aangaan as gevolg van my nie-aanvaarding van die betrekking;

- a) I declare that the above particulars are, to the best of my knowledge true and correct.
- b) I regard the completion of this application for the abovementioned post as an offer on my part to accept the post in accordance with the conditions of service attached to the post. If the municipality offers this post to me and I do not accept it, the municipality may at its discretion:

- i. Refuse to pay my travelling and subsistence expenses (if any)
- ii. Hold me liable for recruitment costs that the municipality may incur as result of my non-acceptance of the post.

Handtekening van Applikant/Signature of Applicant

Datum/Date

Reference Checking Consent & Authorization Form

Read carefully and completely before signing.

CONSENT

I have applied for employment with the Central Karoo District Municipality and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Central Karoo District Municipality, whether the information is positive or negative.

I authorize the Central Karoo District Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Central Karoo District Municipality from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Central Karoo District Municipality.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Applicant Name and Surname: _____

Applicant Signature: _____ **Date:** _____

SLEGS VIR KANTOORGEBRUIK/FOR OFFICE USE ONLY

Onsuksesvol/ Unsuccessful	Permanente Aanstelling/ Permanent Appointment	Bevordering/Promotion	Oorplasing/Transfer	Tydlike Aanstelling/ Temporary Appointment
Posbenaming/Designation				
Departement/Department				
Afdeling/Section				
Datum waarop diens 'n aanvang neem/Date on which services commence				
Posvlak, salarisskaal en kerf van aanstelling/Job grade, salary scale and notch of Appointment				
Besonderhede op rekenaar ingevoer/Particulars captured on computer				

Bestuurder: Menslike Hulpbronne
Manager: Human Resources

Datum/Date