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NDLAMBE MUNICIPALITY

APPLICATION FOR EMPLOYMENT
AANSOEK OM BETREKING

Complete this form in your handwriting / Voltooi hierdie vorm in u eie handskrif.
Completed form is to be submitted to the Municipal Manager / Voltooide vorm moet aan die Munisipale Bestuurder gestuur word.

Surname Van:
First Name(s) Voorname:

Position Applied for Betrekking waarvoor aansoek gedoen word:.....	
Scale Skaal:	Notch Required Kerf Benodig:
State earliest date on which you can assume duty, if appointed: Indien u aangestel word, wemeld vroegste datum waarop u diens kan aanvaar:	

FOR OFFICE USE / VIR KANTOORGEBRUIK	
Appointed Aangestel:	in terms of delegated powers in gevolge gedelegeerde magte
In the post of In die pos van :	on the op die
.....notch of the salary scale kerf van die	
per year with effect from per jaar salarisskaal met ingang	
..... HEAD OF DEPARTMENT / DEPARTEMENTSHOOF MUNICIPAL MANAGER MUNISIPALE BESTUURDER

A
PERSONAL PARTICULARS
PERSOONLIKE BESONDERHEDE

Residential Address

Woonadres :

Postal Address

Posadres :

Nationality Date of Birth Tel. Work / Werk
Nasionaliteit: Geboortedatum Tel. Home / Huis

Identity Number Income Tax Number
Identiteitsnommer: Inkomstebelastingnommer:

Sex (Mark X)
Geslag (Merk X)

Male Manlik	Female Vroulik
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Marital Status (Mark X)
Huwelikstaat (Merk X)

Married Getroud	Single Ongetroud	Divorced Geskei	Widower Wewenaar	Widow Weduwee
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Number of Children

Getal Kinders:

Age of Children

Oudedomme van Kinders:

Other Dependants (Furnish Particulars)

Ander Afhanklikes (Verstrek Besonderhede):

Is your wife employed? Employer
Werk u vrou? Werkgever:

Yes Ja	No Nee
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.....

Do you possess a motor vehicle?
Besit u 'n motorvoertuig? Fabriikaat:

Yes Ja	No Nee
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Make Model
..... Model:

What type of driver's licence do you possess?

Watter tipe bestuurderslisensie besit u ?

Mark X: Are you in possession of a UIF-Card?
Merk X: Is u in besit van 'n Werkloosheid

Yes Ja	No Nee
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A
PERSONAL PARTICULARS / CONTINUED ...
PERSOONLIKE BESONDERHERE / VERVOLG ...

Name you participation in Noem u deelname aan :	
1. Sport	
Sport :	
2. Cultural Activities Kulturele Aktiwiteite :
3. Social Life Verenigingelewe :
Mention Committees on which you serve Noem Besture waarop u dien :	
<u>TO BE COMPLETED BY MARRIED WOMEN</u> <u>MOET DEUR GETROUDE VROUE VOLTOOI WORD</u>	
Maiden Name Nooiensvan :
Occupation of Husband Beroep van Eggenoot :
Full name of Husband Volle naam van Eggenoot:	

B
EDUCATION
OPLEIDING

Attach certified copies (not original documents) of Certificates, Diplomas and Degrees hereto.
Heg gewaarmerkte afskrifte (nie oorspronklike dokumente nie) van Sertifikate, Diplomas en Grade hierby aan.

Name of School Naam van Skool :	
Highest Standard Attained Hoogste Standard Geslaag:	Year Attained Jaar Geslaag :

SCHOOL SUBJECTS PASSED
SKOOL VAKKE GESLAG

1. 3. 5.

2. 4..... 6.....

B
EDUCATION / CONTINUED ...
OPLEIDING / VERVLOG ...

Tertiary education : Name of University, College or similar Institutions

Naskoolse Kwalifikasies : Naam van Universiteit Kolleger of dergelike Inrigtings:

Year Commenced Beginjaar	Year Ended Eindjaar	Course (e.g. B.A) Kursus (b.v. B.A)	Subjects Passed Vakke Geslaag
.....
.....
.....

Do you study at present? (Mark X)
Studeer u tans ? (Merk X)

Yes Ja	No Nee
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State course
Meld Kursus:

Number of subjects passed
Hoeveel vakke reeds geslaag?

Speed attained in

1. Snelskrif	2. Shorthand	3. Typing
1. Snelskrifw.p.m	2. Shorthandw.p.m	3. Tikskrif

Command of language: At each question state " good", "average", or "bad"
Taalbedrewendheid: Meld telkens "goed", "gemiddeld", of "swak"

Afrikaans:	Speak Praat :.....	Read : Lees:	Write: Skryf:.....
Engilsh:	Speak; Praat:	Read: Lees:.....	Write Skryf:
Xhosa:	Speak: Praat:	Read: Lees:.....	Write: Skryf ;

Home Language:
Huistaal:

State any other language that you havecommand of as well as the degree of proficiency
Vermeld enige ander taal wat u magig is en die grad van bedrewendheid

.....



C
EXPERIENCE
ONDERVINDIG

Name of Employment Naam van Werkgewer	Position Posisie	Period of Service Dienstydperk	Final Notch Eindkerf	Have Pensionbenefits been paid out? Is Pension voordele uitgebetaal?
		From Vanaf	To Tot	

May we contact your present Employer (immediate Chief)?
 Mag ons u huidige Werkgewer (onmiddellike Hoof) skakel

His name Telephone Number
 Sy name: Telefoonnommer:

The undermentioned particulars of 2nother references
 Die ondergenoende besonderhede van 2 ander verwysings:

Name Naam:	Position Posisie:	Telephone Telefoon

Explain in your own handwriting what your present work entails
 Verduidelik in u eie handskrif wat u huidige werk behels :

.....

.....

.....

.....

.....

C
EXPERIENCE / CONTINUED
ONDERVINDING / VERVOLG.....

Motivate why you apply for this post
Motiveer waarom u vir hierdie pos aansoek doen :

.....

.....

.....

.....

.....

.....

State your condition of health (Mark X)
Vermeld u gendoheidstoestand (Merk X)

Good		Fair		Poor
Goed		Redelik		Swak

Nature of operations undergone
Aard van operasies ondergaan:

1.
2.
3.

Give particulars of any bodily or mental defect or illness
Verstrek besonderhede van enige liggaams of geestesgebrek of siekte:

F
GENERAL
ALGEKEEN

Have you ever been found guilty of a criminal offence or discharged from any employment?
Is u ooit aan 'n kriminele oortreding skuldig bevind of uit enige diens ontslaan?

Yes Ja	No Nee
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Have you ever been declared insolvent?
Was u ooit insolvent verklaar?

If so, have you been rehabilitated?
Indien so, was u ge – rehabiliteer?

D
GENERAL / CONTINUED
ALGEMEEN / VERVOLG

Advertisement seen in / Referred by
Advertensie gesien in / verwys deur :

G
DECLARATION BY APPLICANT
VERKLARING DEUR APPLIKANT

I hereby declare that the foregoing particulars are to my knowledge true and correct.

1.

Ek verklaar hiermee dat die voorgaande besonderhede na die beste van my wete waar en juis is.

I regard the completion of this application form for the post mentioned above as an offer to assume duty in accordance with the conditions attached to the post mentioned. Should, therefore, the COUNCIL appoint me and I do not comply with the offer, the COUNCIL can at its discretion:

2.

Ek besou die voltooiing van hierdie aansoekvorm om die pos hierbo vermeld, as 'n aanbod om diens te aanvaar in ooreenstemming met die diensvoordes wat aan bogenoemde pos verbode is.

Indien die RAD my dus sou aanstel en ek die aanbod nie aanvaar, kan the RAAD na goeddunke:

- (a) Refuse to pay my subsistence and travelling costs (if any): and / or
Weier om my reis en verblyfkoste (indien enige) te betaal, en / of
- (b) Hold me liable for damages which the COUNCIL may suffer as a result of my failure to assume duty.
My aanspreeklik hou vir skade wat die RAAD mag ly as gevolg van my versuim om diens te aanvaar.

.....
SIGNATURE OF APPLICANT
HANDTEKENING VAN APLIKANT

.....
DATE
DATUM