



**AANWYSINGS
 DIRECTIONS**

1. Voltooi vorm in u eie handskrif met ink./Complete form in ink in own handwriting.
2. Gewaarmerkte afskrifte van sertifikate **moet aangeheg word** om opleiding soos in item 11 gemerk, te staaf, andersins sal **aansoeke nie oorweeg word nie**. / Certified copies of certificates **must be attached** as proof of training as requested in item 11 **to be considered**.
3. Waar 'n aansoeker nie 'n **aansoekvorm onderteken** het nie of alle inligting nie voltooi is nie, sal dit **afgekeur/verwerp word**. / An application form that is not signed by the applicant or all the information is not completed, will be rejected/declined.
4. Waar **Graad 12 (matriek met sekere vakke)** as 'n **posvereiste gestel** is, alle kandidate wie nie daarvoor beskik nie, outomaties **gediskwalifiseer** word. / Candidates who did not comply to a **Grade 12 (matric with specific subjects) requirement**, will be automatically rejected.

AANSOEK OM BETREKKING AS / APPLICATION FOR EMPLOYMENT AS
AANSOEK OM BETREKKING AS / APPLICATION FOR EMPLOYMENT AS
AANSOEK OM BETREKKING AS / APPLICATION FOR EMPLOYMENT AS
AANSOEK OM BETREKKING AS / APPLICATION FOR EMPLOYMENT AS
AANSOEK OM BETREKKING AS / APPLICATION FOR EMPLOYMENT AS

Vul die ampsbenaming van die pos in waarvoor u aansoek doen /Please state the job for which you are applying.

1. **VOLLE NAME / FULL NAMES**
- NOEMNAAM / KNOWN AS**
- VAN / SURNAME**

2. **PERMANENTE POSADRES / PERMANENT POSTAL ADDRESS**
 [Indien nie dieselfde as woonadres / If different from home address.]

3. **WOONADRES / HOME ADDRESS**

4.

TELEFOONNOMMERS / TELEPHONE NUMBERS	
WERK / WORK	HUIS / HOME

5. **GEBOORTEPLEK / PLACE OF BIRTH**

6. **NASIONALITEIT / NATIONALITY**

7. (a) **IDENTITEITSNOMMER/IDENTITY NUMBER**

7. (b) **OUDERDOM/AGE**

7. (c) **GESTREMDHEID/DISABILITY**

(In terme van die Wet op Diensbillikheid, Wet 55 van 1998 meld asseblief aard van enige gestremdheid/In terms of the Employment Equity Act, 55 of 1998, please state nature of any disability)

8(a)

HUWELIKSTAAT / MARITAL STATUS		
ONGETROUD/SINGLE	GETROUD/MARRIED	GESKEI/DIVORCED

8(b) AANTAL EN OUDERDOM VAN KINDERS / NUMBER OF CHILDREN AND RESPECTIVE AGE(S)

.....

9. GESLAG / SEX

MANLIK / MALE	VROULIK / FEMALE
---------------	------------------

10. RAS/RACE
 [word benodig spesifiek vir regstellende aksiedoeleindes / required for affirmative action purposes]

11. KWALIFIKASIES / QUALIFICATIONS

(a) OPLEIDING / EDUCATION : SKOOL OF KOLLEGE EN PLEK / SCHOOL OR COLLEGE AND PLACE

.....

HOOGSTE STANDERD GESLAAG / HIGHEST STANDARD OBTAINED:-
JAAR / YEAR

Akademies Academical	Tegnies Technical	Handel Commerce	Prakties Practical

(b) TAAL / LANGUAGES

Taal/Language	Lees/Read	Skryf/Write	Praat/Speak	Hoogste Kwalifikasie / Highest qualification
Afrikaans				
Engels/English				
Ander / Other [spesifiseer / specify]				

(c) NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION

Naam van inrigting en plek / Name of institution and location	Tydperk bygewoon / Period attended		Kwalifikasie verwerf /Qualification obtained
	Van / From	Tot / To	

Vakke geslaag (Hoogste vlak) / Subjects passed (Highest level)

.....

.....

(d) **VAKLEERLINGSKAP / APPRENTICESHIP**
 Ambag waarin gekwalifiseer / Trade in which qualified

.....
 Naam van maatskappy waar vakleerlingskap voltooi is en datum /
 Name of company where apprenticeship was completed and date

Vaktoets / Trade Test	Geslaag / Passed		Nie geskryf / Did not write		Nie geslaag / Failed	
	Ja / Yes	Nee / No	Ja / Yes	Nee / No	Ja / Yes	Nee / No
	Ja / Yes	Nee / No	Ja / Yes	Nee / No	Ja / Yes	Nee / No
	Ja / Yes	Nee / No	Ja / Yes	Nee / No	Ja / Yes	Nee / No

Indien geslaag, meld kontraknommer / State contract number, if passed

(e) **VERDERE STUDIE / FURTHER STUDIES**
 Studeer u tans of beplan u verdere studies? / Are you presently engaged in further studies or do you intend engaging in further studies?

Besonderhede / Particulars

(f) **ANDER OPLEIDING / OTHER TRAINING**
 (bv Tikskrif / Snelskrif / e.g. Typing / Shorthand)

Enige opleiding nog nie gemeld / Any training not yet stated

12. **ONDERVINDING / EXPERIENCE**

Posbenaming / Post Held	Vanaf / From	Permanent of Tydelik / Permanent or Temporary	Werkgewer / Employer

L.W. Dui omvang van u pligte en die verantwoordelikheid ten opsigte van ondergeskiktes op 'n aparte bladsy aan ./
N.B. State extent of your duties and responsibility towards subordinates on a separate sheet.

13. **SALARIS / SALARY**

TANS / PRESENT	VERLANG / REQUIRED

14. **SOSIALE EN BUITEMUURSE AKTIWITEITE EN SPESIALE BELANGSTELLING / SOCIAL AND EXTRAMURAL ACTIVITIES AND SPECIAL INTERESTS**

.....

15. **BESKIK U OOR 'N MOTORBESTUURDERSLISENSIE? INDIEN JA, MELD KODE / ARE YOU IN POSSESSION OF A DRIVERS LICENCE? IF YES, STATE CODE**

.....

16. **IS U VOORHEEN / HAVE YOU EVER BEEN**

(a) Skuldig bevind aan 'n kriminele oortreding / Convicted of a criminal offence **JA / YES - NEE / NO ...**
 I) Date of conviction/Datum van skuldigbevinding
 II) Sentence/Vonnis
 III) Time lapse since conviction/Tyd verloop sedert vonnis
 (b) Ontslaan uit diens / Dismissed from employment ...**JA / YES - NEE / NO**
 Indien u "JA" geantwoord het op (a) en/of (b) gee asseblief besonderhede op aparte bladsy.
 If your answer is "YES" on (a) and/or (b) please submit details on separate page.

17. **IS ENIGE KRIMINELE SAAK TEEN U HANGENDE?**

[Indien wel, meld besonderhede op aparte bylaag.]

IS ANY CRIMINAL CASE PENDING AGAINST YOU?

[If so, state particulars on separate annexure.]

.....
 Versuim om strafregtelike veroordelings te openbaar wat later ontdek word, kan lei tot die onmiddellike beëindiging van diens gebaseer op grond van wanvoorstelling. /The failure to disclose relevant criminal convictions which are later discovered may result in the immediate termination of employment based on the grounds of misrepresentation.

18(a) **HET U MATIGE GEWOONTES?/DO YOU PRACTICE SOBER HABITS?**

18(b) **HET U VOORHEEN OOI ENIGE BEHANDELING ONTVANG TEN OPSIGTE VAN DWELMVERSLAWING? / DO YOU PREVIOUSLY RECEIVE ANY TREATMENT FOR DRUG ADDICTION?**

.....
 Indien wel, wat was die aard van die dwelmafhanlikheid en tipe / soort dwelmmiddel. / If so, state the nature of dependence and type / kind of drug.

.....
 Is u volkome genees van die dwelmafhanlikheid? Heg asseblief 'n mediese sertifikaat aan tot hierdie aansoek. / Are you absolutely cured of your dependence of drugs? Please attach a medical report.

.....
 Is u tans verslaaf / afhanklik aan/van enige dwelmmiddels? / Are you addicted / dependent to/of any drugs at present?

.....
 Gebruik u tans enige gewoontevormende dwelmmiddel vir mediese redes? Indien wel, heg voorskrif van geregistreeerde geneesheer aan en verklaar die siektetoestand waarvoor u die middel moet gebruik. / Do you use any specific habit-forming drug for medicinal reasons? If so, a prescription of a registered medical practitioner must be attached disclosing the state of disease why using the drug.

19. **IS U INSOLVENT OF ONDER ADMINISTRASIE? / ARE YOU INSOLVENT OR UNDER ADMINISTRATION?**

Indien wel, meld besonderhede op aparte bylaag. / If so, state particulars on separate annexure.

.....

20. **INDIEN U AANSOEK SUKSESVOL IS, WANNEER KAN U DIENS AANVAAR? / SHOULD YOUR APPLICATION BE SUCCESSFUL, STATE EARLIEST COMMENCEMENT DATE?**

.....

21. **VERWYSINGS / REFERENCES**

Noem die persoon by u huidige werkgewer na wie vertroulik verwys kan word in verband met u aansoek. / State the person at your present employer to whom confidential reference may be made concerning your application.

Naam / Name	Adres / Address	Telefoon / Telephone	Naam van toesighouer / Name of supervisor

Noem 2 persone by u vorige werkgewer na wie vertroulik verwys kan word in verband met u aansoek. / Name 2 persons at your previous employers to whom confidential reference may be made concerning your application.

Naam / Name	Adres / Address	Telefoon / Telephone	Naam van toesighouer / Name of supervisor

22. Meld bykomstige inligting op aparte bylaag. / State additional information on separate annexure.

23. **VERKLARING / DECLARATION**

23.1 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 Diensvoorwaardes en Beleid van die Plaaslike Raad van Beaufort-Wes. / I declare that the above particulars are true and correct to the best of my knowledge and that I understand and accept that if I am appointed, my appointment will be subject to the Conditions of Service and the Policy of the Local Council of Beaufort West.

23.2 Indien ek genooi word om op onkoste van die Plaaslike Raad 'n onderhoud by te woon en ek word die betrekking aangebied en ek aanvaar dit nie, sal die Plaaslike Raad geen reis- en verblyfkoste aan my terugbetaal nie. / If I am invited to attend an interview at the expense of the Local Council and is offered the position and I do not accept the appointment the Local Council will not entertain my traveling and subsistence costs.

23.3 Ek onderneem om waar die onkoste van 'n onderhoud soos in paragraaf 23.2 reeds aan my uitbetaal is en ek weier die betrekking, ek die gelde aan my uitbetaal onverwyld sal terugbetaal, by versuim waarvan die Munisipaliteit van Beaufort-Wes regstappe teen my kan instel. / I undertake to refund any payment made by the Beaufort West Municipality as contained in paragraph 23.2 immediately (in respect of interview expenses incurrnd) on my refusal to accept the position after same had been offered to me and accept the fact that if I fail to refund these costs to the Council, the Council may institute the necessary legal steps to recover same.

.....
Datum / Date

.....
Handtekening van applikant /
Signature of applicant

TER INLIGTING / FOR INFORMATION

Iemand wat invloed werf met die doel om aangestel te word in 'n pos is onbevoeg vir aanstelling. / Any person canvassing with the view of being appointed in a post, shall be disqualified from appointment.