



**MUNISIPALITEIT VAN MUNICIPALITY OF
PRINCE ALBERT
AANSOEK OM BETREKKING – APPLICATION FOR EMPLOYMENT**

VAKATURE / VACANCY: _____

AANWYSINGS / DIRECTIONS

a) Voltooi vorm in u eie handskrif met 'n swart pen b) Merk die toepaslike blokkie met 'n "X" c) Oorspronklike sertifikate en ander dokumente moet nie met hierdie aansoek voorgelê word nie. Heg slegs kopieë aan. d) Alle vrae moet volledig beantwoord word	a) Complete form in own handwriting with a black pen b) Mark the appropriate block with an "X" c) Original certificate and other documents must not be submitted with this application. Attach copies only. d) All questions must be answered in full
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PERSOONLIKE BESONDERHEDE / PERSONAL PARTICULARS

Dr	Mnr Mr	Mev Mrs	Mej Miss	Manlik Male	Vroulik Female	
VAN / SURNAME				NOOIENSVAN / MAIDEN NAME		
Voorname (voluit) / Christian Names (in full)				Huistaal / Home Language		
Geboortedatum / Date of Birth				Reisdokument / Travel document	Paspoort / Passport	Identiteitsnommer / Identity number
Burgerskap / Citizenship				Bevolkingsgroep / Population Group		Aantal afhanklike kinders / Number of dependant children :
Huwelikstatus / Marital Status :	Ongetroude / Single	Getroude / Married	Geskei / Divorced		Wewenaar / Widower	Weduwee / Widow
Permanente Posadres / Permanent Postal address :		Tel : Huis / Home		Ander maniere van kontak indien geen telefoon / Other means of contact if no telephone :		
_____		_____		_____		
_____		Tel : Werk / Work		_____		
_____		_____		_____		
_____		_____		_____		

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 kwalifikasie / Highest qualification
Afrikaans				
Engels / English				
Ander (spesifiseer) Other (specify)				

Is u Geregistreer op die Munisipale Databasis vir Werklose Persone? Are you registered on the Municipal Database for the unemployed? MERK MET 'n X / MARK WITH A X	JA	NEE
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OPLEIDING / EDUCATION

SKOOL / SCHOOL					
Hoogste standard geslaag / Highest standard obtained _____	Jaar / Year _____	Akademies / Academical	Tegnies / Technical	Handel / Commerce	Prakties / Practical
Naam van skool / Name of school		Plek / Place			
Vakke geslaag / Subjects passed :					
1. _____		5. _____			
2. _____		6. _____			
3. _____		7. _____			
4. _____		8. _____			

NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION

Naam van Inrigting en Plek / Name and Place of Institution	Tydperk bygewoon / Period attended		Kwalifikasie verwerf / Qualification obtained
	Van / From	Tot / To	

Vakke geslaag (hoogste vlak) / Subjects passed (highest level)

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

VAKLEERLINGSKAP / APPRENTICESHIP

Ambag waarin gekwalifiseer / Trade qualified in :		Datum / Date :	
Naam van Maatskappy waar vakleerlingskap voltooi is / Name of Company where apprenticeship was completed :			
Vaktoets / Trade Test	Geslaag / Passed	Nie geskryf / Did not write	Nie geslaag / Failed
Indien geslaag meld / If passed state :			Kontraknommer / Contract 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 : _____					
Bestuurderslisensie / Drivers Licences :	Ligte Voertuig / Light Vehicle	Swaar Voertuig / Heavy vehicle	Ekstra Swaar voertuig / Extra Heavy vehicle	Motorfiets bo 50 cc / Motorcycle over 50 cc	Ander (spesifiseer) / Other (specify) : _____
Datum van uitreiking / Date issued : _____					

TOEPASLIKE ERVARING / APPLICABLE EXPERIENCE

WERKGEWER / EMPLOYER	VANAF / FROM	TOT / TO	POS BENAMING/ POSITION HELD

REFERENTE / REFERENCES

NAAM / NAME	
BEROEP / OCCUPATION	
ADRES / ADDRESS	
TELEFOON / TELEPHONE	

NAAM / NAME	
BEROEP / OCCUPATION	
ADRES / ADDRESS	
TELEFOON / TELEPHONE	

NAAM / NAME	
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BEROEP / OCCUPATION	
ADRES / ADDRESS	
TELEFOON / TELEPHONE	

ALGEMEEN / GENERAL

Hoeveel dae was u die afgelope drie jaar weens siekte / ongesteldheid van diens afwesig? How many days during the preceding three years have you been absent from work as a result of illness?	<input type="text"/>	DAE / DAYS	
Is u voorheen / Have you ever been ?			
a) Skuldig bevind aan 'n kriminele oortreding ? / Convicted of a criminal offence ?	<input type="text" value="Ja"/> Yes	<input type="text" value="Nee"/> No	
b) Ontslaan uit diens ? / Dismissed from employment ?	<input type="text" value="Ja"/> Yes	<input type="text" value="Nee"/> No	
Is enige kriminele saak teen u hangende ? Is any criminal case pending against you ? Indien wel, meld besonderhede op aparte vel / If so, state particulars on separate sheet.	<input type="text" value="Ja"/> Yes	<input type="text" value="Nee"/> No	
Is u insolvent of onder administrasie ? Are you insolvent or under administration ? Indien wel, meld besonderhede op aparte vel / If so, state particulars on separate sheet.	<input type="text" value="Ja"/> Yes	<input type="text" value="Nee"/> No	
Is u lid van 'n geregistreerde Mediese Fonds ? / Are you a member of a registered Medical Aid Fund ?	<input type="text" value="Ja"/> Yes	<input type="text" value="Nee"/> No	Vanaf / From : _____
Was u of is u tans lid van 'n Munisipale Pensioenfonds ? / Have you ever been or are you at present a member of a Municipal Pensioen Fund ?	<input type="text" value="Ja"/> Yes	<input type="text" value="Nee"/> No	Vanaf / From : _____

TER INLIGTING / FOR INFORMATION

a) Indien 'n applikant genooi word om op onkoste van 'n 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. If an applicant is invited to attend an interview at the expense of a Council and such applicant, being offered the position, do not accept the appointment, the Council will not reimburse the applicant with the travelling and subsistence costs.
b) Iemand wat invloed werf met die doel om aangestel te word in 'n pos in 'n Raad se diens, sal nie vir aanstelling daarin in aanmerking geneem word. Any person canvassing with a view to being appointed to a post in a Council's service shall not be considered for an appointment.

VERKLARING / DECLARATION

Ek verklaar dat die voorafgaande besonderhede na die beste van my wete waar en juis is : verder verstaan en aan-vaar ek dat indien ek aangestel word, my aanstelling onderworpe is aan die bepalings van die Diensvoorwaardes en Beleid van 'n Raad en enige toepaslike wetgewing. 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 subjected to the provisions of the Conditions of Service and the Policy of a Council and any applicable legislation.

Datum / Date _____ Handtekening van applikant /
Signature of applicant _____

SLEGS VR PLAASLIKE OWERHEID KANTOORGEBRUIK / FOR LOCAL AUTHORITY OFFICE USE ONLY

<input type="checkbox"/> Onsuksesvol Unsuccessful	<input type="checkbox"/> Aanstelling Appointment	<input type="checkbox"/> Bevordering Promotion	<input type="checkbox"/> Oorpasing Transfer	<input type="checkbox"/> Tydelik Temporary	<input type="checkbox"/> Permanent Permanent
Posbenaming / Designation : _____	Departement / Department : _____		Afdeling / Division : _____		
Met ingang van / with effect from : 20__/__/____			Kerf / Notch : R _____		
Gradering / Grade : _____					
Opmerkings / Remarks : _____					
Goedgekeur / Approved : _____			_____		
HANDTEKENING / SIGNATURE			DATUM		