



OVERBERG

DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY

Plaaslike Owerheid / Local Authority

AANSOEK OM 'N BETREKING / APPLICATION FOR EMPLOYMENT

Voltooi asseblief in swart ink / Please complete in black ink

Hierdie vorm moet in u eie handskrif voltooi en teruggestuur word aan Afdeling: Menslike Hulpbronne - Privaat Sak X 22, Bredasdorp 7280.
This form must be completed in your own handwriting and returned to Section: Human Resources - Private Bag X 22, Bredasdorp 7280

ONVOLLEDIGE AANSOEKE SAL NIE OORWEEG WORD NIE
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

BETREKING VERLANG SALARIS VERLANG
EMPLOYMENT DESIRED SALARY REQUIRED

WANNEER KAN U DIENS AANVAAR?
WHEN CAN YOU ASSUME DUTY?

PERSOONLIK/PERSONAL

VAN: GEBOORTEDATUM:
SURNAME: DATE OF BIRTH:

VOORNAME: TITEL
CHRISTIAN NAMES: TITLE

ID: HUWELIKSTAAT:
MARITAL STATUS:

WOONADRES: POSADRES:
RESIDENTIAL ADDRESS: POSTAL ADDRESS:

KODE: CODE:

TELEFOONNOMMER - HUIS: WERK:
TELEPHONE NUMBER - HOME: WORK:

ANDER KONTAK NOMMER:
OTHER CONTACT NUMBER:

Het u aan enige geestelike of ernstige fisiese siektes gely?
Have you suffered any mental or serious physical illnesses?

Is u al ooit skuldig bevind aan 'n kriminele oortreding?
Have you ever been convicted of a criminal offence?

Is u al ooit uit enige betrekking ontslaan?
Have you ever been dismissed from any position?

Vryetydsbesteding (Sport, stokperdjies ens.):
Use of leisure (Sport, hobbies, etc.)

Naam en verwantskap van familieleden in hierdie raad se diens:
Names of relatives in the service of this council:

Rede vir aansoek:
Reason for application:

DISCIPLINARY RECORD/DISSIPLINERE REKORD

Is jy vir wangedrag gedurende die afgelope (10) tien jaar? Have you been dismissed for misconduct during the past (10) years?	yes		no	
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Indien wel, noem die munisipaliteit/werkgewer
If yes, name the municipality/employer

Tipe van 'n wangedrag oortreding
Type of a misconduct/transgression

Datum van registrasie/dissiplinêre saak gefinaliseer/ontslag
Date of registration/disciplinary case finalized/dismissal

Toekenning/sanksie
Award/sanction

Is jy van n beweerde wangedrag beskuldig en uit jou werk bedank hangende die finansiering van die dissiplinêre verrigtinge? Have you been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary proceedings?	yes		no	
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CRIMINAL RECORD/KRIMINELE REKORD

Is jy skuldig bevind aan enige kriminele oortreding in n geregshof gedurende die afgelope (10) tien jaar? Have you been convicted of any criminal offence in a court of law during past (10) ten years?	yes		no	
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Indien wel, tik die kriminele daad
If yes, type the criminal act

Datum strafregtelike saak gefinaliseer
Date criminal case finalized

Uitkoms/oordeel
Outcome/judgment

ADDISIONELE INLIGTING / ADDITIONAL INFORMATION

Besit u 'n skoon/geldige bestuurderslisensie?
Have you a clean/legal driving licence?

JA
YES

NEE
NO

Tipe lisensie
Type of licence

Heg gesertifiseerde afskrif aan
Attached a certified copy

*Die vereistes van die pos sal meld indien u in besit van 'n bestuurderslisensie moet wees.
The requirements will say whether a driving licence is needed for this post.

Was u voorheen in diens van die Overberg Distrik Munisipaliteit?
Have you previously been employed by the Overberg District Municipality

JA
YES

NEE
NO

Indien ja, meld wanneer en posbenaming
If yes, please state when and job title

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Taalvaardigheid Afrikaans English Ander/Other

Language Proficiency

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.....

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Are you a south African citizen? if not, what is your nationality

BESONDERHEDE VAN EGGENOOT/E:
DETAILS OF SPOUSE:

NAAM:
NAME.....

BEROEP: WERKGEWER:
OCCUPATION: EMPLOYER:

HUIDIGE OF MEES ONLANGSE WERK
CURRENT OR MOST RECENT EMPLOYMENT

POS BENAMING

JOB TITLE.....

BEGIN DATUM

START DATE

TOT

TILL

HUIDIGE SALARIS

CURRENT SALARY

NAAM VAN WERKGEWER

NAME OF EMPLOYER

TEL NR.

TEL NO.

ADRES VAN WERKGEWER

ADDRESS OF EMPLOYER

PLIGTE EN VERANTWOORDELIKHEDE

DUTIES AND RESPONSIBILITIES

REDES VIR VERANDERING

REASONS FOR CHANGE

WERKSGESKIEDENIS / EMPLOYMENT HISTORY

Begin met die voorlaaste werk na huidige of mees onlangse werk

Please start with the most recent after shown under current or most recent employment

BEGIN DATUM

STARTING DATE

TOT

TILL

WERKGEWER SE NAAM

EMPLOYER'S NAME

TEL NR.

TEL NO.

ADRES

ADDRESS.....

BETREKING BEKLEE

POSITION HELD

PLIGTE EN VERANTWOORDELIKHEDE

DEUTIES AND RESPONSIBILITIES

REDE VIR BEËINDIGING

REASON FOR LEAVING

BEGINDATUM STARTING DATE	TOT TILL	
WERKGEWER SE NAAM EMPLOYER'S NAME		TEL NR. TEL NO.
ADRES ADDRESS.....		
.....		
BETREKKING BEKLEE POSITION HELD		
PLIGTE EN VERANTWOORDELIKHEDE DUTIES AND RESPONSIBILITIES		
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REDE VIR DIENS BEËINDIGING REASON FOR LEAVING		

OPLEIDING / EDUCATION

*Kwalifikasies sal slegs in ag geneem word indien dit 'n vereiste van die pos is.
Qualifications will only be taken into account where they are strictly required for the post.*

*Die Raad vereis bewyse van die kwalifikasies. - Heg gesertifiseerde afskrifte aan
The Council will require evidence of these qualifications. - Attach certified copies*

<i>Skool, Kollege, Universiteit of instansie van verdere studies School, Colleges, Universities or Institute of further studies</i>	<i>Datums Dates</i>	<i>Kwalifikasies verwerf Qualifications gained</i>

Enige ander toepaslike kwalifikasies of vermelding van prestasies, ingesluit lidmaatskap en status van toepaslike Professionele of Tegniese Institute.

Any other relevant qualifications or records of achievement, including membership and status of any relevant Professional or Technical Institute.

	Datums Dates	Kwalifikasies verwerf Qualifications gained

ALGEMENE ONDERVINDING EN VERDERE INLIGTING
GENERAL EXPERIENCE AND FURTHER INFORMATION

Gebruik hierdie gedeelte om te vertel waarom u van mening is dat u aan die posvereistes voldoen.

Please use this section to tell us why you feel that you meet the requirement of the job specification.

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PERSONEEL MONITERINGSINFORMASIE
PERSONNEL, MONITORING INFORMATION

Overberg Distrik Munisipaliteit benodig die verdere inligting in terme van die Wet op Diensbillikheid. Die informasie wat u verskaf word as streng vertroulik hanteer en word slegs vir statistiese monitering gebruik. Indien u nie hierdie gedeelte voltooi nie kan u aansoek nie verwerk word nie.

The Overberg District Municipality requires the following information for the provisions of the Employment equity Act. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring. We are unable to process applications from candidates who do not complete this section.

(Merk die toepaslike blokkie)
 (Please tick the appropriate box)

Vroulik
Female

Manlik
Male

Etniese oorsprong
Ethnic Origin

Swart
African

Nie-blank
Coloured

Indiër
Indian

Blank
White

Ander
Other

Ag u uself as gestremd?
Do you consider yourself disabled?

JA
YES

NEE
No

Indien ja, meld die aard van u gestremdheid

If yes, please state the nature of your disability

Waar het u die advertensie gesien/hoe het u van die pos te hore gekom?

Where did you see the post advertised/how did you hear of the vacancy?

VERWYSINGS / REFERENCES

Eksterne aansoekers: As u gekeur word vir u onderhoud sal ons graag u referente wil kontak. U moet die naam van die persoon meld aan wie u verantwoording doen of gedoen het.

External applicants: If you are selected for an interview, we will wish to take up references. You should give the name of your line Manager in your present or most recent employment.

Interne aansoekers: Indien u gekeur word vir 'n onderhoud versoek ons 'n verwysing van u Toesighouer.
Internal Applicants: If you are selected for an interview, we will seek a reference from your Supervisor.

1)

Naam

Posbenaming

Name

Position Held.....

Organisasie

Organisation

Adres / Address

Tel nr.

Tel no.

2) Naam Posbenaming
 Name Position Held.....

Organisasie
 Organisation

Adres / Address

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Tel nr.
 Tel no.

Meld of ons u referente voor die onderhoud kan kontak JA NEE
 Please indicates if we can contact your referees prior to the interview YES NO

POPIA DISCLAIMER

The Information Officer (Municipal Manager) undertakes that all personal and confidential information will be processed lawfully and in a reasonable manner that does not infringe the privacy of you or your organisation as the data subject. The processing is necessary and complies with an obligation imposed by law on us, the responsible party and the processing protects your rights to effective service delivery. The Overberg District Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA),

VERKLARING / DECLARATION

Hiermee sertifiseer ek dat die inligting korrek is en bevestig ek dat dit deel vorm van my ooreenkoms.
 I certify that the information provided is correct and agree that they should form part of the basis of my engagement.

Het u al die bewyse van u kwalifikasies aangeheg soos van toepassing op die betrekking JA NEE
 waarvoor u aansoek doen? YES NO
 Did you include all documents as proof of your qualifications, as require for the position
 you are applying for?

**Die verskaffing van vals inligting of kwalifikasies mag lei tot ontslag sonder kennisgewing.
 Misrepresentation of qualification or information provided may lead to disqualification or disciplinary actions.**

**Applicants agree that their personal information may be recorded and processed by the Municipality.
 Candidate gee hiermee toestemming dat persoonlike inligting deur die Munisipaliteit aangeteken en verwerk kan word.**

HANDTEKENING DATUM
 SIGNED DATE

Gunsverwing by amptenare of lede van die Raad of enige Komitee van die Raad, direk of indirek vir enige aanstelling in die Raad se diens sal die aansoeker diskwalifiseer vir aanstelling.
 Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for the appointment.