



OVERBERG

DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY

Plaaslike Owerheid / Local Authority

AANSOEK OM INDIENSNEMING APPLICATION FOR EMPLOYMENT

Voltooi asseblief in swart ink / Please complete in black ink

LET WEL: Aansoekers word gemaan om nie hul huidige werkgewer kennis van diensbeëindiging te gee nie alvorens hulle aanstelling deur die Raad bekragtig is nie.

PLEASE NOTE: Applicants are warned against giving notice to their present employer before appointment is confirmed by Council.

Pos waarvoor u aansoek doen:
Post for which you are applying:

Voltooide aansoekvorms moet gestuur word aan / Completed forms to be returned to
Afdeling: Menslike Hulpbronbestuur, Privaat sak X22, BREDASDORP, 7280
Section: Human Resource Management, Private Bag

Persoonlike besonderhede Personal details

Van
Surname _____

Voorname
First Names _____ Titel / Title _____

Identiteitsnommer
Identity Number _____

Telefoon Nr Tuis Werk
Telephone No Home _____ Work _____

Adres
Address _____
_____ Poskode
Postal Code _____

Nasionaliteit
Nationality _____

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

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? _____

Huidige of mees onlangse werk Current or most recent employment

Posnaam
Job title _____

Begindatum tot
Start Date _____ till _____

Huidige salaris
Current salary _____

Naam van Werkgewer en adres Tel nr.
Name of Employer and address _____ Tel no. _____

Pligte en verantwoordelikhede
Duties and responsibilities _____

Redes vir verandering
Reasons for change _____

Werkgeskiedenis / 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*

Begindatum tot
Starting date _____ till _____

Werkgewer se naam Tel nr.
Employer's name _____ Tel no. _____

Adres / Address _____

Betrekking bekle / Position held _____

Pligte en verantwoordelikhede
Duties and Responsibilities _____

Rede vir beëindiging
Reason for leaving _____

Vervolg van vorige bladsy
Follow-up of previous page

Maak 'n fotostaat van bladsy indien nodig
Please make a copy of this page if necessary.

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	_____		

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	_____		

Rede vir beëindiging Reason for leaving	_____		

Addisionele inligting / Additional information

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

Ja Nee
Yes No

Tipe lisensie _____
Type of licence _____

Heg gesertifiseerde afskrif aan
Attach 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 Distriksmunisipaliteit?
Have you previously been employed by the Overberg District Municipality?

Ja Nee
Yes No

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

Taalvaardigheid
Language Proficiency

Afrikaans

English

Ander/other

Personeel monitering informasie Personnel monitoring information

Die Overberg Distriksmunisipaliteit benodig 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

Kleurling
Coloured

Indiër
Indian

Blank
White

Ander
Other _____

Is u gestremd?
Do you have a disability?

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 'n 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 aansoeke: 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.

Naam _____ Posbenaming _____
Name _____ Position Held _____

Organisasie _____
Organisation _____

Adres / Address _____

Tel nr. _____
Tel no. _____

2) Naam _____ Posbenaming _____
Name _____ Position Held _____

Organisasie _____
Organisation _____

Adres / Address _____

Tel nr. _____
Tel no. _____

Meld of ons u referente voor die onderhoud kan kontak
Please indicate if we can contact your referees prior to the interview

Ja
Yes

Nee
No

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 waarvoor u aansoek doen?
Did you include all documents as proof of your qualifications, as require for the position you are applying for?

Ja	Nee
Yes	No

*Die verskaffing van vals inligting of kwalifikasies mag lei tot ontslag sonder kennisgewing.
Falsification of qualification or information may lead to dismissal without notice.*

Het u enige familie verbintenis by die ODM? Ja Besonderhede van familie lid: _____
Do you have any family connection at ODM? Yes Details of family member: _____

Nee
No

Handtekening _____ Datum _____
Signed _____ Date _____

Gun swerwing 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 that appointment.