

BREDASDORP

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KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

AANSOEK OM 'N BETREKKING / APPLICATION FOR EMPLOYMENT

*Hierdie vorm moet in u eie handskrif voltooi en teruggestuur word na bogenoemde adres.
This form must be completed in your own handwriting and returned to the above-mentioned address.*

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

BETREKKING 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 familielede 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 u vir wangedrag gedurende die afgelope (10) tien jaar ontslaan?
Have you been dismissed for misconduct during the past (10) years?

yes

no

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/dissiplinere saak gefinaliseer/ontslag

Date of registration/disciplinary case finalized/dismissal

Toekenning/sanksie

Award/sanction

Is u van n beweerde wangedrag beskuldig en uit u werk bedank
hangende die finalisering van die dissiplinere verrigtinge?
Have you been accused of an alleged misconduct and resigned from
your job pending finalization of the disciplinary proceedings?

yes

no

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

Indien wel, tik die kriminele daad

If yes, type the criminal act

Datum strafertelike 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 wheter a driving licence is needed for this post.

Was u voorheen in diens van die Kaap Agulhas Munisipaliteit?
Have you previously been employed by the Cape Agulhas Municipality

JA
YES

NEE
NO

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

Taalvaardigheid Afrikaans English Ander/Other

Language Proficiency

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 BEKLEED
 POSITION HELD

PLIGTE EN VERANTWOORDELIKHEDE
 DEUTIES AND RESPONSIBILITIES

REDE VIR BEËINDIGING
 REASON FOR LEAVING

PERSONEEL MONITERINGSINFORMASIE
PERSONNEL, MONITORING INFORMATION

Die Kaap Agulhas 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 Cape Agulhas 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

.....

Tel nr.
Tel no.

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

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.

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? JA YES NEE 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.
Falsification of qualification of information may lead to dismissal whithout notice.***

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.