



# 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 Afrikaans  English  Ander/other   
Language Proficiency \_\_\_\_\_

## 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  Manlik  
Female Male

Etniese oorsprong  
Ethnic Origin

Swart  Kleurling  Indiër  Blank  
African Coloured Indian White

Ander \_\_\_\_\_  
Other \_\_\_\_\_

Is u gestremd?  Ja  Nee  
Do you have a disability? Yes 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.