



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

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## AANSOEK OM BETREKking / APPLICATION FOR EMPLOYMENT

Pos waarvoor u aansoek doen  
Position applied for \_\_\_\_\_

Verwysingsnommer  
Reference Number \_\_\_\_\_

PERSONEELBESONDERHEDE (in blokletters) PERSONAL PARTICULARS (in block letters)

**LET WEL: Die aansoeker moet hierdie vorm in sy/haar eie handskrif met inks voltooi.**

**PLEASE NOTE: This form must be completed in ink by the applicant in his/her own handwriting.**

Van  
Surname \_\_\_\_\_

Voorname  
First Names \_\_\_\_\_

Posadres  
Postal Address \_\_\_\_\_

Poskode  
Postal Code \_\_\_\_\_

Woonadres  
Home Address \_\_\_\_\_

Poskode  
Postal Code \_\_\_\_\_

E-posadres  
E-mail Address \_\_\_\_\_

Selnommer  
Cell number \_\_\_\_\_

Telefoonnommer Tuis  
Home Telephone No. \_\_\_\_\_

Telefoonnommer Werk  
Work Telephone No. \_\_\_\_\_

Identiteitsnommer (heg asseblief afskrif aan)  
Identity Number (please attach copy) \_\_\_\_\_

Ouderdom  
Age \_\_\_\_\_

Dui aan met 'n X in die toepaslike blokkie / Mark with an X in the appropriate block

<b>Geslag Gender</b>	Manlik Male	Vroulik Female			
<b>Huwelikstaat Marital status</b>	Getroud Married	Ongetroud Single	Geskei Divorced	Wewenaar Widower	Weduwee Widow
<b>*** Ras *** Race</b>	Swart African	Kleurling Coloured	Wit White	Indiër Indian	Ander Other

\*\*\* Vir klassifikasie ten opsigte van billike indiensneming / For employment equity classification

### ALGEMEEN – GENERAL

Beskik u oor 'n geldige bestuurslisensie? \_\_\_\_\_ (Indien wel, meld lisensiekode en **heg gewaarmerkte afskrif aan**) Vervaldatum  
Do you possess a valid driver's licence? \_\_\_\_\_ (If so, state licence code and **attach a certified copy**) Date of Expiry \_\_\_\_\_

Is u al ooit aan 'n strafbare oortreding skuldig bevind of uit diens ontslaan? \_\_\_\_\_ (Indien wel, meld besonderhede hieronder)  
Have you ever been convicted of a criminal offence or dismissed from service? \_\_\_\_\_ (If so, furnish particulars below)

Het u 'n liggaamlike en/of geestelike gebrek of siekte? \_\_\_\_\_ (Indien wel, meld besonderhede hieronder)  
Do you have any physical and/or mental defect or disease? \_\_\_\_\_ (If so, furnish particulars below)

**OPVOEDING – EDUCATION (Heg gewaarmerkte afskrifte van sertifikate aan / Attach certified copies of certificates)**

Skool/Kollege/Universiteit School/College/University	Van From	Tot To	Hoogste st. of gr. geslaag/ Diploma/Graad Highest std. or gr. passed/ Diploma/Degree	Datum behaal Date attained

Lidmaatskap van professionele liggame/verenigings  
Membership of professional bodies/associations

Datum(s) toegelaat  
Date(s) admitted

Indien u tans verder studeer, verskaf volle besonderhede  
If you are studying at present, provide full details \_\_\_\_\_

**OPGAWE VAN HUIDIGE EN VORIGE BETREKKINGS / SCHEDULE OF CURRENT AND PREVIOUS POSITIONS**

Huidige werkgewer Current employer	Dienstermyn Period of service		Betrekking beklee Position held
	Van/From	Tot/To	

Vorige werkgewers Previous employers	1.		2.	
	Van From	Tot To	Van From	Tot To
Betrekkings beklee Positions held				
Dienstermyn Period of service				

Wat is u huidige basiese salaris per jaar?

What is your current basic salary per year? \_\_\_\_\_

Vroegste datum waarop u diens kan aanvaar?

Earliest date you can assume duties? \_\_\_\_\_

Verwysings/References 1. \_\_\_\_\_ Maatskappy/Company \_\_\_\_\_ Tel. No \_\_\_\_\_  
2. \_\_\_\_\_ Maatskappy/Company \_\_\_\_\_ Tel. No \_\_\_\_\_

Die Kaapse Wynland Distriksmunisipaliteit voldoen aan die Wet op die Beskerming van Persoonlike Inligting, 2013 (Wet No 4 van 2013) en die regulasies wat daarvolgens uitgevaardig is ("PoPI Act") en alle persoonlike inligting sal vir die doel van werwing en keuring veilig bewaar en/of gestoor word.

Deur u aansoekvorm en CV aan ons te voorsien, verstaan en stem u in tot die volgende:

- Alle persoonlike inligting wat u aan ons voorsien vir die doel van werwing, sal veilig bewaar en/of gestoor word.
- U persoonlike inligting sal elektronies in 'n databasis gestoor word.
- U het geen beswaar daarteen dat die Kaapse Wynland Distriksmunisipaliteit u persoonlike inligting bewaar nie.
- Indien geskikte geleenthede ontstaan, sal ons u kontak en u toestemming aanvra om u inligting vir 'n spesifieke doel aan 'n spesifieke kliënt te voorsien.
- Alle persoonlike inligting wat u aan ons voorsien, sal slegs gebruik word vir die doel waarvoor dit ingewin is.
- 'n Afskrif van die Kaapse Wynland Distriksmunisipaliteit se beleid oor Beskerming van Persoonlike Inligting kan besigtig word by [www.capewinlands.gov.za](http://www.capewinlands.gov.za).

The Cape Winelands District Municipality adheres to the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and regulations promulgated thereunder ("PoPI Act") and all personal information provided will be held and/or stored securely for the purpose of recruitment and selection.

By submitting your application form and CV to us, you understand and agree to the following:

- All personal information that you provide to us will be held and/or stored securely for the purpose of recruitment only.
- Your personal information will be stored electronically in a database.
- You have no objection to the Cape Winelands District Municipality retaining your personal information.
- Should suitable opportunities arise, we will contact you and request your permission to submit your information to a specific client for a specific purpose.
- All personal information that you provide to us will be used only for the purposes for which it is collected.
- A copy of the Cape Winelands District Municipality's policy on Protection of Personal Information can be viewed at [www.capewinlands.gov.za](http://www.capewinlands.gov.za).

**Lees noukeurig voordat u teken / Read carefully before signing.**

Ek sertifiseer dat die inligting wat in hierdie vorm vervat is, na die beste van my wete waar en korrek is. Ek begryp dat vals of onvolledige inligting aanleiding kan gee tot my ontslag. / I certify that the information contained in this form is true and accurate to the best of my knowledge. I understand that false or incomplete information may constitute grounds for dismissal.

Handtekening van aansoeker/Signature of applicant \_\_\_\_\_

Datum/Date \_\_\_\_\_