

Telefoon: 051 – 405 8517
Posbus 3704
Bloemfontein, 9300

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P O Box 3704
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AANSOEK OM BETREKKING – APPLICATION FOR EMPLOYMENT

1. AANWYSING / DIRECTIONS

(a) Voltooi vorm in u eie handskrif.	(a) Complete form in own handwriting.
(b) Merk die toepaslike blokkie met 'n "X".	(b) Mark the appropriate block with an "X".
(c) Oorspronklike sertifikate en dokumente moet nie met hierdie aansoek voorgelê word nie.	(c) Original certificates and documents must not be submitted with this application.
(d) Alle vrae moet volledig beantwoord word, ook deur werknemers van die Mangaung Plaaslike Munisipaliteit.	(d) All questions must be answered in full. This also applies to the employees of the Mangaung Local Municipality.
(e) *Word vereis vir gelyke indiensneming/regstellende aksie doeleindes.	(e) *Is required for employment equity/affirmative action purposes.

2. BESONDERHEDE VAN BETREKKING VERLANG / PARTICULARS OF POSITION APPLIED FOR

Posbenaming: Designation:	Direkoraat: Directorate:
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3. PERSOONLIKE BESONDERHEDE / PERSONAL PARTICULARS

Van / Surname:		*Manlik Male		*Vroulik Female	
Voorname (Voluit) / Christian Names (In Full):		ID Nommer / Paspoort Nommer / ID Number / Passport Number			
Burgerskap / Citizenship	*Bevolkingsgroep / Population Group	Gestremd / Disabled	Ja Yes	Nee No	Aard van Gestremdheid / Nature of Disability
Permanente Posadres: Permanent Postal Address:	Tel: (Huis / Home)	Permanente Woonadres: Permanent Residential Address:			
	Tel: (Werk / Work)				
	Cell Number				
Is enige van u familie of kennisse in diens van die Raad? Are any of your relatives or acquaintances employed by the Council?		Ja Yes	Nee No		
Indien wel, meld Naam, Direkoraat en Verwantskap: If "Yes", state Name, Directorate and Relationship:					
Taalvaardigheid / Language Proficiency: Dui in die tabel hieronder u vaardigheid aan as "Goed", "Redelik", "Swak", of "Geen" In the schedule below, indicate proficiency as "Good", "Fair", "Poor", or "None"					
Taal / Language	Lees / Read	Skryf / Write	Praat / Speak	Hoogste Kwalifikasie / Highest Qualification	
Afrikaans					
Engels / English					
Sotho					
Tswana					
Xhosa					
Ander (Spesifiseer) / Other (Specify)					

4. OPLEIDING / EDUCATION (Heg gewaarmerkte afskrifte aan / Certified copy's to be attached)

SKOOL / SCHOOL					
Hoogste Graad Geslaag: Highest Grade Obtained:	Jaar: Year:	Akademies: Academical:	Tegnies: Technical:	Handel: Commerce:	Prakties: Practical:
Naam van Skool: Name of School:		Plek: Place:			
Vakke Geslaag / Subjects Passed:					
1.	2.	3.	4.	5.	6.

NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION (Heg gewaarmerkte afskrifte aan / Certified copy's to be attached)			
Naam van Inrigting en Plek Name & Place of Institution	Tydperk Bygewoon Period Attended		Kwalifikasie Verwerf Qualification Obtained
	Van / From	Tot / To	
.....
.....
.....
.....
Vakke Geslaag / Subjects Passed:			
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.

VAKLEERLINGSKAP / APPRENTICESHIP (Heg gewaarmerkte afskrifte aan / Certified copy's to be attached)						
Ambag waarin gekwalifiseerd: Trade qualified in:					Datum: Date:	
Naam van Maatskappy waar vakleerlingskap voltooi is: Name of Company where apprenticeship was completed:						
Vaktoets: Trade Test:	<input type="checkbox"/> Geslaag Passed	<input type="checkbox"/> Nie Geskryf Did not Write	<input type="checkbox"/> Nie Geslaag Failed	Indien geslaag meld: If passed state:	Kontaknommer: Contact Number:	Datum: Date:
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VERDERE STUDIE / FURTHER STUDIES
Studeer u tans of beplan u verdere studie ? / Are you studying at the moment or do you intend to ?
Besonderhede / Particulars :

ANDER OPLEIDING / OTHER TRAINING					
Enige opleiding nog nie gemeld nie: Any training not yet listed:					
Lidmaatskap van Instituut / Vereniging: Membership of Institute / Association:					
Permanente Bestuurderslisensie / Permanent Drivers Licences: Heg gewaarmerkte agskrifte aan / Certified copies to be attached.	<input type="checkbox"/> Ligte Voertuig / Light Vehicle	<input type="checkbox"/> Swaar Voertuig / Heavy Vehicle	<input type="checkbox"/> Ekstra Swaar Voertuig / Extra Heavy Vehicle	<input type="checkbox"/> Motorfiets Bo 50cc / Motorcycle Over 50cc	Ander (Spesifiseer) / Other (Specify):
Datum van uitreiking / Date issued:

5. ONDERVINDING / EXPERIENCE

HUIDIGE EN VORIGE BETREKINGS BEKLEE (Begin met die laaste.)
PRESENT AND PREVIOUS POSITIONS HELD (Start at latest.)

Naam en Address van Werkgewer Name and Address of Employer	Pos. Beklee Position Held	Direkte Toesighouer Immediate Supervisor	Dienstydperk Period of Service	Loon / Salaris Wage / Salary PER	Rede vir Diensverlating Reason for Termination of Service
			Van/ From:		
	Tel:		Tot/ To:	Week Week Maand Month Jaar Year	
			Van/ From:		
	Tel:		Tot/ To:	Week Week Maand Month Jaar Year	
			Van/ From:		
	Tel:		Tot/ To:	Week Week Maand Month Jaar Year	
			Van/ From:		
	Tel:		Tot/ To:	Week Week Maand Month Jaar Year	
			Van/ From:		
	Tel:		Tot/ To:	Week Week Maand Month Jaar Year	

Is u lams werksaam? /
Are you employed at present?
Wanneer kan u diens aanvaar? /
When can you assume duty?
Tel: _____

Indien nie, hoe lank is u sonder werk /
If not, state period of unemployment.
Bruto salariss verlang /
Gross salary require:
Indien wel, meld pos waarvoor u aansoek gedoen het /
If so, state position applied for:

Indien wel, meld pos waarvoor u aansoek gedoen het /
If so, state position applied for:
R
Per Jaar
Per Year

Indien u enige kontraktuele verpligtinge teenoor u werkgewer? Indien wel, meld besonderhede /
Do you have any contractual obligations towards your present employer? If so, furnish particulars:

VERWYSINGS / REFERENCES
Noem 2 persone in u toesighoudende hoedanigheid by u vorige werkgewers na wie u vertroulik verwys kan word i.v.m. u aansoek /
Name 2 in a supervisory position at your previous employers to whom confidential reference may be made concerning your application.
Naam / Name: Adres en Werktelefoonnummer / Address and Business Telephone Number: Beroep / Occupation:
Naam / Name: Adres en Werktelefoonnummer / Address and Business Telephone Number: Beroep / Occupation:

6. **ALGEMEEN / GENERAL**

Hoe het u van die betrekking verneem? / How did the position come to your attention?

Indien in die Pers, watter koerant? / If in the Press, state which paper?

7. **TER INLIGTING / FOR INFORMATION**

- (a) Indien 'n applicant genooi word om 'n onderhoud by te woon sal reis- en verblyf-koste ooreenkomstige beleid van die Raad aan die applicant terugbetaal word.
- If an applicant is invited to attend an interview, the Council will reimburse the applicant with the travelling and subsistence costs according to the Council's policy.
- (b) Iemand wat invloed werf met die doel om aangestel te word in 'n pos in die Raad se diens, sal nie vir aanstelling daarin in aanmerking geneem word nie.
- Any person canvassing with a view to being appointed to a post in the Council's service shall not be considered for an appointment.

8. **VERKLARING / DECLARATION**

Ek verklaar dat die voorafgaande besonderhede na die beste van my wete en juis is; verder verstaan en aanvaar ek dat indien ek aangestel onderworpe is aan die bepallings van die diensvoorwaardes en Beleid van die Raad en enige toepaslike wetgewing.

I declare that the abovementioned particulars are, to the best of my knowledge true and correct and understand and accept that if I am appointed, by appointment will be subject to the provisions of the Conditions of Service and the Policy of the Council and any applicable legislation.

D D M M Y Y Y Y

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Handtekening van applicant /
Signature of applicant:

Indien in diens van die Mangaung Metro Munisipaliteit, meld betaalnommer /
If employed by the Mangaung Metropolitan Municipality, state pay number:

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9. **SELGS VIR KANTOORGEBRUIK / FOR OFFICE USE ONLY**

- | | | | | | | |
|-----------------------------|----------------------------|--------------------------|------------------------|----------------------|------------------------|-----------------------|
| Onsuksesvol
Unsuccessful | Aanstelling
Appointment | Bevordering
Promotion | Oorplasing
Transfer | Tydelik
Temporary | Permanent
Permanent | Deeltyds
Part Time |
|-----------------------------|----------------------------|--------------------------|------------------------|----------------------|------------------------|-----------------------|

Posbenaming /
Designation:

Departement /
Department: Afdeling /
Division:

Met Ingang van /
With effect from:

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Kerf /
Notch:

Gradering /
Grade:

Opmerkings / Remarks:

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Datum / Date:

Goedgekeur /
Approved:

DEPARTEMENTSHOOF
HEAD OF DIRECTORATE

ALGEMENE BESTUURDER: MENSLIKE HULPBRONNE
GENERAL MANAGER: HUMAN RESOURCE MANAGEMENT