



AANSOEK OM BETREKING - APPLICATION FOR EMPLOYMENT – ISICELO SENGQESHO
~ EMTHANJENI ~

MUNISIPALITEIT / MUNICIPALITY / UMASIPALA

Telefoon/ Telephone/ Ifowuni : (053) 632 9100
 Faks / Fax/ Ifeksi : (053) 6310105
 Posbus / P O Box/ Idilesi yeposi : 42, De Aar
 Poskode / Postal Code/ Ikhowudi yeposi : 7000

VERTROULIK / CONFIDENTIAL / IHLEBO

LET WEL / PLEASE NOTE / NCEDA UQAPHELE:

(a) Voltooi vorm in u eie handskrif met 'n swart pen.	(a) Complete form in own handwriting with a black pen.	(a) Gcwalisa ifomu ngesandla sakho ngosiba olumnyama
(b) 'n Aparte aansoekvorm word vir elke aansoek vereis.	(b) A separate application form is required should you apply for more than one position.	(b) Ifomu engenye yesicelo iyafuneka ukuba wenza isicelo esingaphezulu kwesinye
(c) Gesertifiseerde afskrifte van relevante opvoedkundige kwalifikasies/sertifikate moet aangeheg word.	(c) Certified copies of relevant educational qualifications/certificates should be attached.	(c) likopi eziqinisekisiweyo zezifundo zakho ziyafuneka kwaye kufuneka zidityaniswe nesicelo
(d) Alle vrae moet volledig beantwoord word. Dit geld ook vir werknemers van Emthanjeni Munisipaliteit.	(d) All questions must be answered in full. This also applies to employees of the Emthanjeni Municipality.	(d) Yonke imibuzo kufuneka iphendulwe ngokugcweleyo. Oku kufuneka kwenziwe nangabasebenzi bakaMasipala waseEmthanjeni.
(e) Onvolledige of verkeerde informasie kan 'n applikant diskwalifiseer.	(e) Incomplete or incorrect information could disqualify an applicant.	(e) Ulwazi olungaphelelanga okanye olungachanekanga lulgenza isicelo singaqwalaselwa
(f) Gunswerwing sal 'n applikant diskwalifiseer.	(f) Canvassing for an appointment will disqualify the applicant.	(f) Ukukhankasela ingqesho kungenza ukuba isicelo sakho singaqwalaselwa.
(g) Indien u tans van die Emthanjeni Munisipaliteit is, verskaf asseblief u personeelnommer.	(g) If currently employed by the Emthanjeni Municipality, please indicate your personnel number.	(g) Ukuba ngokwangoku uqeshwe nguMasipala waseEmthanjeni, nceda ubhale inombolo yakho yomsebenzi

INTERNE AANSOEKERS: PERSONEEL NO.
INTERNAL APPLICANTS: PERSONNEL NR.
IZICELO ZANGAPHAKATHI: INOM. YOMSEBENZI:

Aansoek om betrekking as: Position applied for: Isikhundla osenzela isicelo:	Verwys no. Ref.no. Isalathisi:
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A: PERSOONLIKE BESONDERHEDE / PERSONAL PARTICULARS / INKCUKACHA EZIZEZAKHO

Titel/Title/Itayitile – Mnr/Mr; Me/Ms/Nksk/Nksz Ander/Other/Okunye:		Van/Surname/Ifani:	
Voorname (voluit): First Names (in full): Amagama okuQala (ngokupheleleyo):		Bekend as Known as: Waziwa njengo:	
Woonadres/ Residential address: Idilesi yasekhaya:		Posadres/ Postal address: Idilesi yeposi:	
Poskode/ Postal code: Ikhowudi yeposi:		Poskode/ Postal code: Ikhowudi yeposi:	
Kontaknommers/ Contact numbers: Umxeba:	Huis/Home/Ekhaya	Werk/Work/Emsebenzini	Sel/Cell/Unomyayi
Meld asb. die besonderhede van 'n alternatiewe kontakpersoon indien u nie by bogenoemde nommers beskikbaar is nie / Kindly furnish the name of an alternative contact person in the event of you not being attainable at the above numbers / Nceda ufake igama lomnye umntu onokuqhagamshelwa xa unokuthi wena ungafumaneki kwezi nombolo zingasentla:			
Naam/Name/Igama.....Kontak no./Contact no./Inombolo yefowuni.....			

Is u 'n Suid-Afrikaanse Burger? JA/NEE Are you a South African citizen? YES/NO Ungummi waseMzantsi Afrika? EWE/HAYI			Identiteitsnommer / Identity number / Inombolo yesazisi <input type="text"/>								
Huis taal / Home language / Ulwimi lwasekhaya:											
Taalvaardigheid / Language proficiency / Ulwazi kangakanani ulwimi			Afrikaans			English			Xhosa		
Merk met X/Mark with X/ Phawula ngo-X			Good	Fair	Weak	Good	Fair	Weak	Good	Fair	Weak
Skryf / Write / Bhala											
Lees / Read / Funda											
Praat / Speak / Thetha											
Verstaan net / Understand only / Uyeva kuphela											
Ander tale / Other Languages / Ezinye iilwimi:											
Is u in besit van 'n bestuurderslisensie?/ Are you in possession of a driver's licence? / Unalo iphepha-mvume lokuqhuba?			YES EWE	NO HAYI	Datum uitgereik: / Date issued: Umhla wokukhutsa				Tipe / Type: Udidi		
Was u al ooit skuldig bevind aan 'n kriminele oortreding wat 'n invloed mag hê op die pos waarvoor u aansoek doen? Have you ever been convicted of a criminal offence which may impact on the post you are applying for? Wakhe wabanjelwa ulwaphulo-mthetho olunokuba nempembelelo kwisikhundla osenzela isicelo? (Merk met X / Mark with X / Phawul ngo-X)									J/Y/E	N / H	

B: GELYKE INDIENS NEMING MONITOR INLIGTING / EMPLOYMENT EQUITY MONITORING INFORMATION / ULWAZI NGOLONGAMELO LWEZOBULUNGISA KWINGQESHO

Hierdie informasie word benodig om te verseker dat die Munisipaliteit aan die vereistes van die Wet op Gelyke Indiensneming, 1998 voldoen.
This information is required to enable the Municipality to comply with the requirements of the Employment Equity Act, 1998
Olu lwazi lufuneka ekwenzeni uMaspala ukuba athobelane neemfuno ze-Employment Equity Act, 1998

Ras / Race / Ubuhlanga: Merk met X / Mark with X / Phawula ngo-X	Swart/African/ Mnyama	Kleurling/Coloured/ Bala	Indiër/Indian/ Ndiya	Blank/White/ Mhlophe
Geslag / Gender: Merk met X/Mark with X	Manlik / Male / Ndoda		Vroulik / Female / Bhinqa	
Ongeskiktheid / Disability / Ukukhubazeka: Merk met X / Mark with X / Phawula ngo-X	Ja / Yes / Ewe		Nee / No / Hayi	
Indien JA, voorsien asb. besonderhede van ongeskiktheid/ If YES, please provide details of disability..... Ukuba KUNJALO, nceda unikezele iinkcukacha zokukhubazeka				

C: OPLEIDING / EDUCATION / IMFUNDO

Naam van Skool / Name of School / Igama lesikolo:		
Plek / Place / Indawo:	Hoogste standerd geslaag / Highest standard obtained / Ibanga eliphezulu oliphumeleleyo:	Jaar / Year / Unyaka:
Vakke <u>geslaag</u> / Subjects <u>passed</u> / <u>Izifundo oziphumeleleyo</u>		
1.	5.	
2.	6.	
3.	7.	
4.	8.	

D: NASKOOLSE OPLEIDING / POST SCHOOL EDUCATION / EMVA KWESIKOLO SAMABANGA APHAKAMILEYO

Naam van inrigting en Plek/ Name of Place or Institution/ Igama leNdawo okanye iziko	Tydperk bygewoon / Period attended / Ixesha ofunde ngalo		Kwalifikasie verwerf/ Qualification obtained/ Isiqinisekiso osifumeneyo:
	Van / From / Usuka	Tot / To / Ukuya	
Vakke <u>geslaag</u> / Subjects <u>passed</u> / <u>Izifundo oziphumeleleyo</u>			
1.	5.		
2.	6.		
3.	7.		
4.	8.		

HUIDIGE STUDIES / CURRENT STUDIES / IZIFUNDO OZENZAYO NGOKU

Indien u tans studeer, verskaf volledige besonderhede / If you are studying at present, give full particulars / Ukuba uyafunda ngokwangoku, nika iinkcukacha ezigcweleyo:

Naam van inrigting / Name of Institution / Igama leziko:

Regstrasiedatum / Registration date / Umhla wobhaliso:.....

Kwalifikasie waarvoor geregistreer (Meld jaar) / Qualification registered for (Mention year) / Isifundo osibhalisileyo (Chaza unyaka):

LEERLINGSKAP / VAKLEERLINGSKAP
LEARNERSHIP / APPRENTICESHIP
IMFUNDISO / INGQESHO NJENGOMFUNDI

Ambag waarin gekwalifiseerd / Trade qualified in / Urhwebo oluphumeleleyo:	Datum/ Date: Umhla:
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Naam van werkgever waar leerlingskap / vakleerlingskap voltooi is:
Name of employer where learnership / apprenticeship was completed:

Igama lomqeshi apho waggiba khona imfundiso / ingqesho njengomfundi:

Vaktoets/ Trade test Uvavanyo lorhwebo	Geslaag/ Passed Phumelele	Nie geskryf/ Did not write Awubhalanga	Nie geslaag Failed Awuphumeleanga	Indien geslaag, meld Kontraknr/ If passed, state Contract no. Ukuba uphumelele, chaza	Datum/ Date: inombolo yesivumelwano
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ERKENNING VAN VORIGE GELEERDHEID/
RECOGNITION OF PRIOR LEARNING /
UKUQATSHELWA KWEMFUNDO YANGAPHAMBILI:

Meld duidelik enige relevante kennis en bekwaamheid verkry wat gekoppel kan word aan die vereistes soos geadverteer;
State clearly any relevant knowledge and skills that can be linked to the requirements as advertised:
Chaza ngokucacileyo naluphi na ulwazi okanye izakhono ezinokudityaniswa kwimfuno, njengoko kubhengeziwe:

Kennis van Knowledge of:	Bekwaam in Skilled in:
Ulwazi lwe:	Izakhono kwi

Lidmaatskap van Professionele Assosiasies/Instituut/Vereniging
Membership of Professional Associations/Institute/Association:

Ubulungu kwiziko elithile elisisigxina okanye umbutho:

E: WERKSONDERVINDING / WORKING EXPERIENCE / AMAVA OMSEBENZI

Is u tans werksaam? Are you presently employed? Ingaba uqeshiwe ngokwangoku?	JA/YES/ EWE	NEE/NO/HAYI	Vroegste datum wanneer u diens kan aanvaar? Earliest date on which you can assume duties? Umhla onokuqala ngawo ukusebenza?
Huidige/Laaste werkgewer Current/Last employer Umqeshi wangoku / owokugqibela	Pos bekleë/ Position held/ Isikhundla obukuso:	Aard van pligte/ Nature of duties/ Uhlobo lomsebenzi:	Tydperk van Diens/ Period of service/ Ixesha osebenze ngalo:
Naam/Name/Igama:	Van/From/Ukususela yy mm dd
Adres/Address/Idilesi:	Tot/To/Ukuya yy mm dd
Tel no. Inombolo yefowuni:	Rede vir verandering: Reason for change: Isizathu sokutshintsha
Vorige werkgewer(s) Previous employer(s) Abaqeshi bangaphambili:	Pos bekleë/ Position held/ Isikhundla obukuso:	Aard van pligte/ Nature of duties/ Uhlobo lomsebenzi:	Tydperk van Diens/ Period of service/ Ixesha osebenze ngalo:
Naam/Name/Igama:.....	Van/From/Ukususela yy mm dd
Adres/Address/ Idilesi:.....	Tot/To/Ukuya yy mm dd
Tel no. Inombolo yefowuni	Rede vir verandering: Reason for change: Isizathu sokutshintsha
Vorige werkgewer(s) Previous employer(s) Abaqeshi bangaphambili:	Pos bekleë/ Position held/ Isikhundla obukuso:	Aard van pligte/ Nature of duties/ Uhlobo lomsebenzi:	Tydperk van Diens/ Period of service/ Ixesha osebenze ngalo:

Naam/Name/Igama:..... Adres/Address/ Idilesi:..... Tel no. Inombolo yefowuni	Van/From/Ukususela <table border="1"> <tr> <td>yy</td> <td>mm</td> <td>dd</td> </tr> </table> Tot/To/Ukuya <table border="1"> <tr> <td>yy</td> <td>mm</td> <td>dd</td> </tr> </table> Rede vir verandering: Reason for change: Isizathu sokutshintsha	yy	mm	dd	yy	mm	dd
yy	mm	dd							
yy	mm	dd							
Naam/Name/Igama:..... Adres/Address/ Idilesi:..... Tel no. Inombolo yefowuni	Van/From/Ukususela <table border="1"> <tr> <td>yy</td> <td>mm</td> <td>dd</td> </tr> </table> Tot/To/Ukuya <table border="1"> <tr> <td>yy</td> <td>mm</td> <td>dd</td> </tr> </table> Rede vir verandering: Reason for change: Isizathu sokutshintsha	yy	mm	dd	yy	mm	dd
yy	mm	dd							
yy	mm	dd							

F: KONTAKBARE VERWYSINGS / CONTACTABLE REFERENCES / IZINGQINISO EZIQHAGAMSHELEKAYO

	NAME / GAMA	POSITION / ISIKHUNDLA	COMPANY / INKAMPANI	TEL NO / INOMB. YEFOWUNI
1.				
2.				
3.				

Hiermee word gesertifiseer dat bogenoemde inligting na die beste van my wete juis en korrek is. Ek aanvaar sou my aansoek suksesvol wees, enige inligting wat onwaar is, sal lei tot my onmiddellike ontslag. Alle relevante inligting met betrekking tot my aansoek is geopenbaar./

I hereby certify that the abovementioned information is to the best of my knowledge true and correct. I accept that, in the event of my application being successful, any information to the contrary will lead to immediate dismissal. All relevant information to assist in my application has been disclosed.

Ndiyaqinisekisa ukuba olu lwazi lungasentla ngokokwazi kwam lunyanisekile kwaye luchanekile. Ndiyavuma ukuba, xa isicelo sam sinokuphumelela, naluphi na ulwazi oluchasene noku luya kwenza ukuba ndikhutshelwe bucala ngokukhawuleza. Lonke ulwazi oluhambisana nesicelo sam luchaziwe.

HANDTEKENING VAN APPLIKANT / SIGNATURE OF APPLICANT / ISANDLA SOMENZI WESICELO: