



YORKSTRAAT 54 YORK STREET, P O BOX 12, GEORGE 6530
Tel 044 803 1300/7 / www.gardenroute.gov.za

**AANSOEK OM BETREKking / ISICELO SOMSEBENZI /
APPLICATION FOR EMPLOYMENT /**

Rig 'n volledige curriculum vitae en dekbrieff of hierdie aansoekvorm, vergesel van gewaarmerkte afskrifte van u ID, rybewys en toepaslike kwalifikasies, aan Garden Route Distriksmunisipaliteit, Werwing & Keuring, Menslike Hulpbronne, Posbus 12, George 6530. Skakel Menslike Hulpbronne by 044 803 1307 of 044 803 1388 vir enige verdere navrae.

Let Wel: Onvolledige of laat aansoeke sal nie oorweeg word nie. Meld asseblief duidelik in u dekbrieff en op hierdie vorm die naam van die pos waarvoor u aansoek doen. 'n Afsonderlike aansoek word vereis vir elke pos waarvoor u aansoek doen.

Alle aansoeke word oorweeg in terme van die Wet op Gelyke Indiensneming en ons Gelyke Indiensnemingsplan. Ontvangs van aansoeke sal nie skriftelik erken word nie en afskrifte van ondersteunende dokumente sal nie teruggestuur word nie.

Slegs kandidate op die kortlys sal gekontak word. Indien kandidate nie binne twee maande na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was. Die Raad behou die reg voor om geen aanstellings te maak of te bevestig nie. Gunswerwing vir aanstelling sal tot diskwalifikasie lei.

Please forward a detailed curriculum vitae and covering letter or this application form, accompanied by certified copies of your ID, driver's licence and relevant qualifications, to Garden Route District Municipality, Recruitment & Selection, Human Resources, PO Box 12, George 6530. For any further enquiries contact Human Resources on 044 803 1307 or 044 803 1388.

Please Note: Incomplete or late applications will not be considered. Please indicate clearly in your covering letter and this form the name of the vacancy for which you are applying. A separate application is required for each vacancy you apply for.

All applications are considered in terms of the Employment Equity Act and our Employment Equity Plan. Applications will not be acknowledged in writing and copies of supporting documents will not be returned.

Only short-listed candidates will be contacted. Should candidates not be contacted within two months from the closing date, they may accept that their application was unsuccessful. Council reserves the right not to make or confirm appointments. Canvassing for appointment will result in disqualification.

Pos waarvoor u aansoek doen (Dui Posbenaming aan soos per advertensie) / Umsebenzi owenza isicelo sawo (Bonakalisa igama lesithuba njengokuba sibhaliwe ephepheni) /
Vacancy applied for (Indicate designation as per advertisement):

.....
In watter koerant het u die advertensie gesien / Usibone kweliphi iphepha esi sithuba /
In which newspaper did you see the advertisement?

.....
Vroegste datum waarop diens aanvaar kan word / Leliphi ixesha onokuqalisa ngalo ukusebenza /
Earliest date for commencement of duties:

PLEASE NOTE THE FOLLOWING / NCEDA UQAPHELE OKU KULANDELAYO:

- All the questions must be answered;
- If you are currently employed at Garden Route District Municipality, clearly indicate accordingly.

VERTROULIK / CONFIDENTIAL / OKUYIMFIHLELO

**PERSOONLIKE BESONDERHEDE VAN AANSOEKER / IINKCUKACHA
ZOMENZI SICELO / PERSONAL DETAILS OF APPLICANT**

EMPLOYEE NUMBER IF CURRENTLY EMPLOYED AT GARDEN ROUTE DM:

Van / Ifani / Surname.....

Voorname / Amagama / Full Names

Bekend as / Waziwa ngokuba ungu / Known as

Identiteitsnommer / Inombolo yesazisi / Identity Number

U kontaknommers / linombolo zoqhakamshelwano nawe / Your contact numbers:

(Home / Ekhaya / Cell) / (Emsebenzini / Work)

Alternatiewe kontak no & Naam / Enye inombolo esinokufumana kuyo / Alternative contact nr & Name / igama:

.....

Permanente Woonadres en Kode / Idilesi yendawo ohlala kuyo nekhawudi yeposi / Permanent Residential Address and Code:

..... Postal Code:

Posadres en Kode / Idilesi yeposi nekhawudi / Postal Address and Code:

..... Postal Code:

Is u in besit van 'n Bestuurderslisensie? Indien JA, watter kode (heg afskrif van lisensie aan)/ Ingaba unayo ilisensi yokuqguba? Ukuba unayo, yeyiphi ikhowdi (dibanisela ikopi yelisensi) / Do you have a driver's licence? If YES, which code (attach copy of licence):

YES/JA NO/NEE Licence Code if yes :

Indien vereiste vir pos waarvoor u aansoek doen, dui asseblief aan of u oor u eie voertuig beskik? Indien JA, tipe voertuig & model / If position applying for requires own vehicle, please indicate if you have your own vehicle? If YES, type of vehicle & model:

YES/JA NO/NEE

Was u al ooit skuldig bevind aan 'n strafregtelike oortreding of uit diens ontslaan? / ingaba waka wafunyanwa unetyala lokwaphula umthetho okanye wakhe wagxothwa emsebenzini? / Have you ever been found guilty of a criminal offence or been dismissed from service? (Indien JA, verskaf volledige besonderhede afsonderlik / If YES, furnish full details additionally) / Ukuba impendulo ithi ewe, (sinike ingcaciso ephelileyo)

.....

Is die aansoeker tans onderhewig aan 'n skuldadministrasiebevel deur die hof? / Ingaba yamatyala akho asahlawulwa ngokwegunya lenkundla? / Is the applicant at present subject to a debt administration order by the court?

.....

**INLIGTING T.O.V GELYKE INDIENSNEMING / ULWAZI NGOKUQESHWA
NGOKULINGANAYO / EMPLOYMENT EQUITY INFORMATION**

Ingevolge die Wet op Gelyke Indiensneming, 1998, word die inligting vereis / Ngokomthetho weNgqesho Ngokulingana ka 1998, kufuneka olu lwazi / The information is required In accordance with the Employment Equity Act, 1998.

Nasionaliteit / Ubuzwe / Nationality

Geslag / Isini / Gender: **MALE** **FEMALE**

Ras / Ubuhlanga / Race: **BLACK** **COLOURED** **INDIAN** **WHITE**

Dui asb besonderhede aan van enige gestremdheid / Nceda uchaze ngokukhubazeka onako / Please indicate details of any disability:

Ontvang u enige Staatstoelae? / Ingaba kukho imali yesibonelelo oyifumanayo? / Do you receive any Government allowance? If yes monthly amount / ukuba kunjalo, yimalini R.....

TAALVAARDIGHEID / IILWIMI OZITHETHAYO / LANGUAGE PROFICIENCY

Meld "Goed/Redelik/Swak" / Chaza "Kuyonelisa/Uyazama/ Awukwazi / State "Good/Fair/Poor"

	Afrikaans / Isibhulu	Engels / English	Xhosa	Ander/Other / Ezinye
Praat / Thetha / Speak				
Lees / Funda / Read				
Skryf / Bhala / Write				

KWALIFIKASIES / QUALIFICATIONS / IZIFUNDO OZIPHUMELELEYO

SKOOL KWALIFIKASIE / IBANGA ONALO / SCHOOL QUALIFICATION

Naam van skool/instansie & plek /Igama lesikolo/iziko lemfundo nedolophi elikuyo /Name of school/institution & place:

Year:

Hoogste graad geslaag & Jaar / Elona banga liphezulu & nonyaka / Highest grade obtained & Year:

Year:

TERSIERE KWALIFIKASIES / IZIFUNDO ZEMFUNDO EPHAKAMILEYO / TERTIARY QUALIFICATIONS

Naam van Universiteit/Instansie / Igama luDyunivesithi / Iziko lemfundo / Name of University/institution:

Diploma/Graad & Jaar / iDiploma/iSidanga & nonyaka / Diploma/Degree & Year:

Year:

Vakke geslaag / Izifundo ozenzileyo / Subjects passed:

HUIDIGE STUDIES / IZIFUNDO OSAZENZAYO / CURRENT STUDIES

Naam van Universiteit/Instansie / Igama leDyunivesithi/ Iziko lemfundo / Name of University/institution:

Diploma/Graad / Wenza iDiploma/isiDanga / Diploma/Degree:

Vakke geslaag / Izifundo ozenzayo / Subjects passed:

Verwagte datum vir voltooiing / Ixesha olindeleke ukuba ugqibe ngalo / Expected date of completion:

KURSUSSE/SERTIFIKATE / IZIFUNDO/NEZATIFIKETHI ONAZO / COURSES/CERTIFICATES

Kursusse voltooi, Sertifikate verwerf & Jaar / Izifundo ozigqibileyo, iZatifikethi onazo & unyaka / Courses completed, certificates obtained & Year:

Lidmaatskap aan professionele instansies / Ubulungu bommbutho kwimpumelelo ngokwezemfundo nangokomsebenzi / Membership to professional institutes:

HUIDIGE BETREKING / UMSEBENZI OWENZAYO NNGOKU / PRESENT POST

Naam van huidige werkgewer / Igama lomqeshi wakho / Name of present employer:

Huidige Pos / Isikhundla okuso / Current position:

Sedert/Ukususela/Since (datum/Chaza umhla/date)

Huidige salariskerf / Umvuzo owamkelayo / Present salary notch

R.....

Waarom doen u aansoek om die betrekking? / Kutheni usenza isicelo salomsebenzi/? Why do you apply for the position?

**VORIGE WERKSONDERVINDING / AMAVA NGEMISEBZNI OKHE WAYENZA /
PREVIOUS WORK EXPERIENCE**

Volledige besonderhede van betrekkings wat u voorheen beklee het / linkcukacha ezipheleleyo ngemisebenzi okhe wayenza / Full particulars of previous posts occupied by you:

Werkgever /Umqeshi / Employer	Pos beklee /Isikhundla okuso / Post occupied	Dienstydperk / Ixesha olisebenzileyo /Term of service		Dui hoofpligte aan / Chaza imisebenzi ebalulekileyo/ Indicate main duties	Rede waarom pos verlaat / Isizathu sokuyeka lo msebenzi / Reason for leaving post
		vanaf/ Ukususela / from	tot/ de kube nge/ to		

VERWYSINGS / ABANTU ABANOLWAZI NGAWWE / REFERENCES

Meld naam, instansie, posisie en kontaknommer / Chaza igama lakhe, indawo asebenza kuyo, isikhundla akuso nenombolo yomnxeba / State name, institution, position and contact number:

- (1)
- (2)
- (3)

Hiermee verklaar ek dat die gegewens op hierdie vorm aangedui juis en waar is. Ek aanvaar sou my aansoek suksesvol wees, enige inligting wat onwaar is, sal lei tot my onmiddellike ontslag. /
Ndiyaqinisekisa ukuba ulwazi olubhalwe kolu xwebhu luyinyani yaye luchanekile. Ndiyavuma ukuba, xa isicelo sam sinokuphumelela, naluphi na ulwazi oluchasene noku luya kwenza ukuba ndikhutshelwe bucala ngokukhawuleza. /
I hereby declare that the information given on this form is true and correct. I accept that, in the event of my application being successful, any information to the contrary will lead to immediate dismissal.

.....
HANDTEKENING / TYIKITYA / SIGNATURE

.....
DATUM / UMHLA / DATE

Updated: June 2015

