



**VERTROULIK / CONFIDENTIAL**

**MAKHADO MUNISIPALITEIT**

**MAKHADO MUNICIPALITY**

**AANSOEK OM BETREKKING / APPLICATION FOR EMPLOYEMENT**

Onvolledige aansoeke sal gediskwalifiseer word. / Incomplete applications will be disqualified.

<b>Terugsending Adres</b>	<b>Private Bag X2596</b>	<b>Return Address</b>
	<b>Louis Trichardt</b>	
	<b>0920</b>	

Van (Dr)(Mnr)(Mev)(Mej) / Surname (Dr)(Mr)(Mrs)(Miss): \_\_\_\_\_

Voorname / First Names: \_\_\_\_\_

Betrekking waarvoor aansoek gedoen word / Position applied for: \_\_\_\_\_

Woonadres / Residential address:

Posadres / Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Poskode / Postal Code: \_\_\_\_\_

Poskode / Postal Code: \_\_\_\_\_

Tel(W): \_\_\_\_\_

Tel(H): \_\_\_\_\_

Cell: \_\_\_\_\_

Geboortedatum

Ouderdom

Plek van Geboorte

Date of birth: \_\_\_\_\_

Age: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Gender / Geslag: \_\_\_\_\_

Disabled / Gestremd (specified): \_\_\_\_\_

Huwelikstaat (merk blokkie) / Marital Status (tick square)

Ongetroud  
Single

Getroud  
Married

Geskei  
Divorced

Wewenaar / Weduwee  
Widower/Widow

Naam van Eggenoot (e) / Name of Spouse: \_\_\_\_\_

Kinders en/of afhanklikes: Getal

Ouderdomme

Children and/or dependants: Number \_\_\_\_\_

Ages: \_\_\_\_\_

Beroep van Eggenoot(e)

Occupation of Spouse: \_\_\_\_\_

Is u bereid om 'n indienscorplasing na ander sentrums te aanvaar ? / Are you prepared to accept a transfer to other centres?  
Ja / Yes                      Nee / No

Nasionaliteit / Nationality: \_\_\_\_\_

Identiteitsno / Identity no: \_\_\_\_\_

**Taalbedrewenheid / Language Ability**

Huistaal / Home Language: \_\_\_\_\_

Sleutel / Key: **A**- Excellent/Uitstekend **B**- Goed/Good **C**- Redelik/Fair **D**- Swak/Poor

	Praat/Speak	Lees/Read	Skryf/Write
Afrikaans	_____	_____	_____
English	_____	_____	_____
Other _____	_____	_____	_____

**Kwalifikasies / Qualifications**

Sertifikaat, Diploma of Graad / Certificate, Diploma or Degree	Naam van Opvoedkundige Inrigting / Name of educational Institute	Datum Verwerf / Date Obtained	Meld alle Vakke / Mention all Subjects

Vaakleerlingskap voltooi? Apprenticeship completed: \_\_\_\_\_

Oor watter rybewys(e) beskik u? Which driver's license(s) do you possess: \_\_\_\_\_

Ander opleiding? / Other Training: \_\_\_\_\_

Bestuurderslisensies en permitte / Drivers license and permits: \_\_\_\_\_

**Algemeen / General**

Gebruik hierdie ruimte om te beskryf hoe u kwalifikasies, vermoens en ondervinding by die betrekking waarvoor aansoek gedoen word, pas of meld enige aspek wat hierdie aansoek mag beïnvloed.  
Use this space to describe how your qualifications, abilities and experience will fit the position you are applying for or mention any aspect which may influence this application.

---



---



---



---



---



---

**Persoonlike verwysings (Bv. Enige persoon wat u kan aanbeveel, verkieslik vorige werkgewers)**  
**Personal references (e.g. Any person who can recommend you, preferably previous employers)**

Maatskappy en betrekking. Company and Position.	Telefoon No. Telephone No.	Naam / Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Toepaslike ondervinding (In datumvolgorde)**  
**Appropriate experience (In chronological order)**

Naam van plaaslike bestuur / Name of local authority	Pos beklee / Position Held	Tydperk in diens (jare & maande) / Period employed (Years & months)	Tydperk / Period		Rede vir uitdienstreding / Reason for leaving
			Van / From	Tot / To	

Vroegste datum waarop u diens kan aanvaar:  
 Earliest date when you can commence work: \_\_\_\_\_

Meld asseblief totale salaries verlang / Please indicate total salary required: R \_\_\_\_\_

Meld naam van die publikasie waar advertensie gesien is:  
 Please mention name of publication where advertisement has been seen: \_\_\_\_\_

Ek aanvar dat 'n valse verklaring tot 'n dissiplinere ondersoek kan lei wat onmiddellike ontslag tot gevolg mag he en warborg dat die inligting hierin verstrek waar en korrek is.  
 I accept that a false declaration can lead to a disciplinary investigation nwhich may result in immediate dismissal and guarantee that the above information is true and correct in every respect.

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

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

OFFICE USE ONLY

**Diensvoorwaardes / Conditions of employment**

Posbenaming / Designation: \_\_\_\_\_

Department / Department: \_\_\_\_\_

Aanstellingsdatum / Date of appointment: \_\_\_\_\_ Salarisgradering / Salary Grading: \_\_\_\_\_

Salaris / Loon \_\_\_\_\_ Per week / Maand \_\_\_\_\_ Posgraad \_\_\_\_\_  
Salary / Wage: \_\_\_\_\_ Per week / Month: \_\_\_\_\_ Job Grade: \_\_\_\_\_

**Kwalifiseer vir / Qualifies for:**

Pensioenfonds. 

Nee/No
Ja / Yes

 Voorsordfonds 

Nee/No
Ja / Yes

 Mediese fonds 

Nee/No
Ja / Yes

  
Pension Fund: \_\_\_\_\_ Provident Fund: \_\_\_\_\_ Medical Aid: \_\_\_\_\_

Siekverlof 

Nee/No
Ja / Yes

 Verlof 

Nee/No
Ja / Yes

 Motor 

Nee/No
Ja / Yes

 Tipe Motor \_\_\_\_\_  
Sick leave: \_\_\_\_\_ Leave: \_\_\_\_\_ Car: \_\_\_\_\_ Type of Car: \_\_\_\_\_

<b>Siekverloof / Sick leave</b>		<b>Verloof / Leave</b>	
Werksdae per drie jaar siklus / Working days per three year cycle.		Werksdae per jaar op 'n vyf/sesdag week / Working days per year on a five/six day week.	
Total Days / Total Dae		Total Days / Total Dae	

**IF LEAVE IS APPLICABLE / AS VERLOOF IS TOEPASLIK :**

**Enige ander diensvoorwaardes? / Any other conditions of employment?**

---

---

---

---

---

Status van Post / Status of Position: \_\_\_\_\_

Nuwe Pos / New Post: \_\_\_\_\_ Vakature / Vacancy: \_\_\_\_\_

Posbekleer / Incumbent: \_\_\_\_\_

\_\_\_\_\_  
Munisipale Bestuurder / Municipal Manager:

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

Nwn/Ih/AansoekBetrekking\_Vorm(Veranderd)