



APPLICATION FOR EMPLOYMENT/AANSOEK OM BETREKKING

NOTES TO APPLICANT/NOTAS AAN APPLIKANT

- Thank you for your interest in seeking employment with us.
- All applications should be accompanied by a completed application form (obtainable from our Human Resource office or website: www.sbm.gov.za) clearly reflecting the name of the position applying for; a comprehensive CV; a certified copy of your ID, driver's license and educational qualifications.
- Applications without afore - mentioned will not be considered.
- Applications should be forwarded to Human Resource Services, Private Bag X12, Vredenburg, 7380 or via email to: mun@sbm.gov.za.
- Applications/Supporting documents larger than 2MB sent via email are not accommodated.
- For the implementation of the Employment Equity Act, candidates are encouraged to indicate their race, gender and disability.
- No late applications will be considered.
- Further communication will be limited to shortlisted candidates, If you do not receive a response within 3 (three) months of the closing date, please consider your application unsuccessful.
- All appointments are subject to a medical assessment, criminal record and reference checks from previous and current employer(s).
- The Council beholds the right to make an appointment.
- Dankie dat u belangstel om werksaam by ons te wees.
- Alle aansoeke moet vergesel word met 'n voltoide aansoek vorm (beskikbaar by ons Menslike Hulpbron kantoor of webtuiste: www.sbm.gov.za) wat duidelik aandui vir watter pos aansoek gedoen word; 'n volledige CV; gesertifiseerde afskrif van jou ID, bestuurderslisensie en akedemiese kwalifikasies.
- Aansoeke sonder bogenoemde sal nie oorweeg word nie.
- Aansoeke moet gestuur word na Menslike Hulpbron Dienste, Privaatsak X12, Vredenburg, 7380 of per epos na: mun@sbm.gov.za.
- Aansoeke/Ondersteunende dokumente groter as 2MB wat per epos gestuur word sal nie geakkomodeer word nie.
- Vir die implementering van die Gelyke Indiensnemings Wet, word kandidate aangemoedig om hul ras, geslag en gestremdeheid aan te dui.
- Geen laat aansoeke sal aanvaar word nie.
- Verdere kommunikasie sal beperk word tot kandidate wie gekortlys word, indien jy geen terugvoering binne 3 (drie) maande vanaf die sluitingsdatum ontvang nie, beskou u aansoek as onsuksesvol.
- Alle aansoeke is onderhewig aan 'n mediese ondersoek, kriminele rekord en verwysings vanaf vorige en huidige werkgever(s).

PERSONAL DETAILS/PERSOONLIKE BESONDERHEDE

Name and surname Naam en van																				
Position Applied for Pos waarvoor u aansoek doen																				
Department Departement																				
Directorate Direktoraat																				
Date Datum																				
Postal address: Posadres:					Physical address Woonadres															
Code Kode					Code Kode															
Contact details Kontak besonderhede		(H)						(W)				(C)								
Email Epos																				
Are you a South African citizen? Is u 'n Suid-Afrikaanse burger?		Yes/Ja				No/Nee				ID number ID nommer										
If no, what is your nationality? Indien nee, wat is u nasionaliteit?																				
If you are not a SA citizen, do you have a valid work permit? Indien u nie 'n Suid-Afrikaanse Burger is nie, het u 'n geldige werkspermit?		Yes/No				No/Nee				Passport number Paspoort nommer										
		Valid from/Geldig vanaf								Valid to/Geldig tot										
Sex Geslag	Male/Manklik			Female/Vroulik				Race Ras	Black/Swart			Coloured/Kleurling			White/Wit			Indian/Indiër		
Disabled Gestremd	Yes/Ja			No/Nee				If yes, explain please. Indien ja, verduidelik asseblief.												
Drivers licence Bestuurderslisensie		Yes/Ja				No/Nee				Period Tydperk										
Code Kode		Vehicle Restrictions Voertuig Beperkings						PDP		Yes/Ja				No/Nee						
PDP Code/Kode (G,P,D)								Expire date/Vervaldatum												

EXPERIENCE/ONDERVINDING				
Start with the latest work experience first. Begin met die laaste werksondervinding eerste.				
Company Name Maatskappy naam		Position Pos beklee		
Date from Datum vanaf		Date to Datum tot		
Responsibilities Verantwoordelikhede				
References Verwysings		Contact details Kontakbesonderhede	Gross Salary (month/week/annual) Bruto Salaris (maand/week/jaar)	
Reason for leaving Rede vir diensbeeindiging		Other benefits/Ander voordele		

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GENERAL/ALGEMEEN

Are any of your relatives or acquaintances employed by the Council or a Councillor? Is enige van u familie of kennisse in diens van die Raad of 'n Raadslid?	Yes/Ja		No/Nee		
If "Yes", state name, department & relationship. Indien wel, meld naam, departement & verwantskap.					
If not currently employed, state period of unemployment? Indien u nie huidiglik werksaam is nie, hoe lank is u onwerksaam?					
When can u assume duty? Wanneer kan u diens aanvaar?					
Do you have any contractual obligations towards your present employer? If so, furnish particulars. Het u enige kontraktuele verpligtinge teenoor u huidige werknemer? Indien wel, meld besonderhede.					
Have you ever been/Is u voorheen:					
Convicted of a criminal offence? Skuldig bevind aan 'n kriminele oortreding?	Yes/Ja		No/Nee		
Dismissed from employment? Onstlaan uit diens?	Yes/Ja		No/Nee		
If so, state offence (a separate page may be used to explain in detail). Indien wel, meld oortreding ('n aparte bladsy mag gebruik word om die besonderhede te meld).					
State particulars concerning your health and physical ability to perform the specific work which you think the Council should be aware of. Meld besonderhede wat u dink die Raad behoort te weet rakende u gesondheid en fisiese vermoë om die spesifieke werk te doen.					

FOR INFORMATION/TER INLIGTING

- If an applicant is invited to attend an interview, a practical- and/or competency assessment at the expense of the Council, being offered the position and does not accept the appointment, the Council will not reimburse the applicant with the travelling and subsistence costs.
Indien 'n applikant genooi word om op die onkoste van die Raad 'n onderhoud, praktiese evaluering- en/of bevoegdheids assesering by te woon en sodanige applikant die betrekking aangebied word en dit nie aanvaar nie, sal die raad geen reis- en verblyf koste aan die applikant terugbetaal nie.
- Any person canvassing with a view to being appointed in a post in the Council's service shall not be considered for an appointment.
Iemand wat invloed werf met die doel om aangestel te word in 'n pos in die Raad se diens, sal gediskwalifiseer word.

Was this form completed by you? / Het u self die vorm voltooi?

Yes/Ja

No/Nee

DECLARATION/VERKLARING

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

Ek verklaar dat die voorafgaande besonderhede na die beste van my wete waar en juis is, verder verstaan en aanvaar ek dat indien ek aangestel word, my aanstelling onderworpe is aan die bepalings van die Diensvoorwaardes en Beleid van die raad en enige toepaslike wetgewing.

.....
SIGNATURE OF APPLICANT
HANDTEKENING VAN APPLIKANT

.....
DATE
DATUM