

**AANSOEK OM BETREKKING – APPLICATION FOR EMPLOYMENT  
MENSLIKE HULPBRONNE/HUMAN RESOURCES**

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[hr@swartland.co.za](mailto:hr@swartland.co.za)[www.swartland.co.za](http://www.swartland.co.za)**VERTROULIK/CONFIDENTIAL****WAT IS DIE DOEL VAN DIE VORM / WHAT IS THE PURPOSE OF THIS FORM**

Om Swartland Investments (Pty) Ltd te help met die keuring en werwing van 'n persoon vir 'n geadviteerde pos. Die vorm mag gebruik word om kandidate te identifiseer waarmee onderhoude gevoer sal word. Alle aansoekers kan nie deur die onderhoud proses geneem word nie, en dus moet die vorm volledig, akkuraat en leesbaar voltooi word. Dit sal help om te verseker dat jou aansoek regverdig verwerk word / To assist Swartland Investments (PTY) Ltd in selecting a person for an advertised post. This form may be used to identify candidates to be interviewed. Since all applications cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

**WIE MOET DIE VORM VOLTOOI / WHO SHOULD COMPLETE THIS FORM**

Slegs persone wat aansoek doen vir 'n ge-adviteerde pos / Only persons wishing to apply for an advertised position.

**ADITONELE INLIGTING / ADDITIONAL INFORMATION**

Die vorm vereis basiese inligting. Kandidate gekies vir onderhoude sal vereis word om addisionele gesertifiseerde inligting te verskaf ter staving vir finale keuring / This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection

**SPESIAALE NOTAS / SPECIAL NOTES**

1. Alle inligting sal hoogs vertroulik hanteer word en sal nie beskikbaar gestel of gebruik word vir enige ander doeleindes behalwe as om die geskiktheid van 'n persoon te evalueer, in sover as wat dit deur wetgewing toelaatbaar is. U persoonlike besonderhede moet ooreenstem met die besonderhede in u ID of paspoort.
  2. Paspoort nommer in geval van nie Suid-Afrikaanse burgers.
  3. Die inligting bemagtig Swartland Investments (Pty) Ltd om te voldoen aan die eise van die wet op Gelyke Indiensnemings, 1998.
  4. Die inligting was slegs in berekening gebring word sou dit direk verband hou met die vereistes van die pos.
  5. Alle aansoeke moet vergesel word van 'n aansoek om betrekking. Aansoeke en ondersteunende dokumentasie groter as 2MB wat per epos gestuur word sal nie geakkomodeer word nie.
  6. Geen laat aansoeke sal aanvaar word nie.
  7. Verdere kommunikasie sal beperk word tot kandidate wie gekortlys word, indien jy geen terugvoering binne 30 (Dertig) dae vanaf die sluitingsdatum ontvang nie, beskou u aansoek as onsuksesvol.
  8. All aansoeke is onderhewig aan bevredigende bevoegdheids evaluering, kwalifikasies en verwysings navrae.
  9. Swartland Investments (Pty) Ltd behou die reg om nie aanstellings te maak nie.
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1. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.
  2. Passport number in case of non-South Africans Citizens.
  3. This information is required to enable the Swartland Investments (PTY) Ltd to comply with the Employment Equity Act, 1998.
  4. This information will only be taken into consideration if it directly relates to the requirements of the position.
  5. All applications should be accompanied by a completed application form. Applicants with substantial qualifications or work experience must attach a CV. Applications and supporting documents larger than 2MB sent via e-mail are not accommodated.
  6. No late applications will be considered.
  7. Further communication will be limited to shortlisted candidates, if you do not receive a response within 30 (thirty) Days of the closing date, please consider your application unsuccessful.
  8. All appointments are subject to satisfactory competency based assessment, educational verification and reference checks.
  9. Swartland Investments (Pty) Ltd reserves the right not to make an appointment.

A. GEADVERTEERDE POS / ADVERTISED POST	
Interne aansoeker's personeel nommer / Internal applicants personnel number	
Aansoek om betrekking vir pos (soos geadviteer) / Position for which you are applying (as advertised)	Plek waar pos geadviteer is / Site where position was advertised
Verwysings Nommer (soos geadviteer) / Reference number (as stated in the advert)	Sou u suksesvol wees in U aansoek, wanneer sal U kan begin OF wat is U kennis periode by U huidige werkgever? / If you are offered the position, when can you start OR how much notice must you serve with your current employer?

B. PERSOONLIKE BESHONDERHEDE / PERSONAL PARTICULARS				
Van Surname				
Voorname First Names				
Woonadres Residential Address				
Pos Adres Postal Address				
ID Nommer <sup>2</sup> ID Number <sup>2</sup>			Ouderdom / Age	
Geldige Bestuurderslisensie Valid Driver's Licence	Ja / Yes	Nee / No	Kode / Code	
Ras <sup>3</sup> Race <sup>3</sup>	Swart / African	Blank / White	Kleurling / Coloured	Indiër / Indian
Geslag <sup>3</sup> Gender <sup>3</sup>			Vroulik / Female	Manlik / Male
Gebrek (ongeskiktheid) Disability			Ja / Yes	Nee / No
Indien ja, voorsien asb besonderhede van ongeskiktheid If yes, please provide details of disability				
Is u 'n Suid Afrikaanse burger Are you a South African citizen			Ja / Yes	Nee / No
Indien nee, wat is u nationaliteit If no, what is your nationality				
Indien u nie 'n Suid-Afrikaanse burger is nie, het u 'n geldige werkspermit If you are not a SA citizen, do you have a valid work permit			Ja / Yes	Nee / No
			Geldig vanaf Valid from	Geldig tot Valid until
Was u al ooit skuldig bevind aan 'n kriminele en/of dissiplinere oortreding <sup>4</sup> Have you ever been convicted of a criminal and/or disciplinary offence <sup>4</sup>			Ja / Yes	Nee / No
Indien ja, meld asb die tipe oortreding en datum If yes, please state kind of offence and date				
Kry u huidlik enige pensioen van die Suid-Afrikaanse Regering Are you currently receiving any pension from the South African Government			Ja / Yes	Nee / No
Het u familie wat tans by die maatskappy werksaam is? Do you have family currently working for the company?			Ja / Yes	Nee / No
Indien ja, verskaf asb besonderhede (Naam, Van, Departement, Fabriek) If yes, please provide details (Name, Surname, Department, Factory)				

C. KONTAK BESONDERHEDE / CONTACT DETAILS				
Taal voorkeur vir korrespondensie Preferred language of correspondence		(H)	( )	
(W)	( )	(C)	Epos E-mail	

D. TAALVAARDIGHEID / LANGUAGE PROFICIENCY						
Dui in die tabel hieronder u vaardigheid aan as "Goed", "Redelik", "Swak" of "Geen"						
In the tabel below, indicate proficiency as "Good", "Fair", "Poor", or "None"						
Taal (spesifiseer) Language (specified)						
Praat Speak						
Lees Read						
Skryf Write						

E. OPLEIDING / EDUCATION		
(Verskaf afskrifte van sertifikate insluitende Matriek)		
(Attach copies of certificates including Matric)		
Naam van skool/ Tegnieese Kollege Name of school / Technical College	Hoogste Graad Geslaag Highest Grade Passed	Jaar Verwerf Year Obtained
Tersiêre opleiding (voltooi vir elke kwalifikasie verwerf)		
Tertiary education (Complete for each qualification obtained)		
Naam van Instansie Name of Institution	Naam van Kwalifikasie Name of Qualification	Jaar Verwerf Year Obtained

Leerlingskap/Vakleerlingskap			
Learnership/Apprenticeship			
Ambag waarin gekwalifiseerd Trade qualified in		Datum Date	
Naam van werkgewer waar leerlingskap/vakleerlingskap voltooi is Name of employer where learnership/apprenticeship was completed			
Vaktoets Trade test	Geslaag Passed	Nie geskryf Did not write	Nie geslaag Failed
Indien geslaag, meld kontrak nr If passed, state contract no.		Datum Date	

Huidige Studies (Instansie en kwalifikasie)			
Current study (Institution and qualification)			
Naam van inrigting Name of institution		Registrasie Datum Registration Date	
Kwalifikasie waarvoor geregistreer Qualification registered for		Jaar Year	

Erkenning van vorige geleerdheid			
Recognition of prior learning			
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			
Kennis van Knowledge of		Bekwaam in Skilled in	
Lidmaatskap van Professionele Assosiasies/Instituut/Vereniging Membership of Professional Associations/Institute/Association			

F. WERKS ONDERVINDING / WORK EXPERIENCE							
Werkgewer (huidige werkgewer ingesluit) Employer (Including current employer)	Pos Beklee Position Held	Datum Vanaf Date From		Datum tot Date to		Rede vir diensbeëindiging Reason for leaving	
		MM/MM	JJ/YY	MM/MM	JJ/YY		
As jy voorheen in die diens van Swartland Investments (Pty) Ltd, is daar enige bestaande voorwaardes wat jou heraanstelling verhoed. If you were previously employed by Swartland Investments (Pty) Ltd, indicate whether any conditions exists that prevents your re-employment						Ja/Yes	Nee/No
Indine Ja, verskaf besonderhede If yes, provide details							

G. REKENAAR GELETTEREDHEID / COMPUTER LITERACY	

H. VERWYSINGS / REFERENCES (Ignoreer asb as aangehegte CV die besonderhede bevat) (Please ignore if you have attached a CV with these details)		
Naam Name	Verhouding tot u Relationship to you	Te. Nommer (werksure/cellulere telefoon) Tel. Number (office hours/cell phone)

VERKLAARING / DECLARATION	
<p>Ek verklaar dat die voorafgaande besonderhede (aansoeksluitings) na die beste van my wete volledig, juis en waar is. Ek verstaan dat enige vals inligting wat deur my verskaf is kan lei tot die diskwalifikasie van my aansoek en/of my ontslag sou ek aangestel word. Ek gee verder toestemming aan Swartland Investments (Pty) Ltd om bevestigings navrae as deel van die verwings proses te doen.</p> <p>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed. I hereby agree that Swartland Investments (PTY) Ltd may conduct verification checks as part of the recruitment process.</p>	
Handtekening / Signature	Datum / Date