

MUNICIPALITY HENTIES BAY



APPLICATION FOR EMPLOYMENT

INITIALS AND SURNAME

POSITION APPLIED FOR

ADDRESS THE COMPLETED APPLICATION FORM WITH THE APPROPRIATE DOCUMENTS TO:

**THE HUMAN RESOURCES DEPARTMENT
P O BOX 61
HENTIES BAY**

ENQUIRIES: _____



(064) 502 000/___

NO E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED!

A. PERSONAL PARTICULARS

| | | |
|---|-------------------------------|--|
| First names and surname (in block letters) Mr/Ms..... | | |
| Namibia ID Number | Date of birth | |
| Marital status: Number of dependant children: | | |
| Period of residence in Namibia | Nationality | If not a Namibian Citizen, state permit number for permanent residence |
| Present home address | | Present postal address |
| Telephone Number: Home: Code: Cell no: | | Telephone Number: Work: Code: Fax: Code: E-Mail: |

B. EDUCATION AND TRAINING

1. SCHOLASTIC EDUCATION

| |
|--|
| What is the highest grade you have passed at school? Grade: Year: |
| Proof hereof must accompany this application form (certified copy only). |

2. POST-SCHOLASTIC EDUCATION

| Name of Institution | Courses followed eg. BA, B.Comm, NDT | Main subjects passed (indicate passes with distinction by underlining) | Indicate whether course had been (i) completed/not completed and (ii) in which year |
|---------------------|--|--|---|
|---------------------|--|--|---|

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C. LANGUAGE PROFICIENCY

In the schedule below indicate proficiency as “Good”, “Fair”, “Poor” or “None”.

| Language | Read | Write | Speak |
|-----------------|------|-------|-------|
| English | | | |
| Other (Specify) | | | |
| | | | |
| | | | |

D. EMPLOYMENT HISTORY

| IN THE SCHEDULE BELOW, GIVE DETAILS OF ALL THE POSITIONS HELD BY YOU (From first until present position) | | | |
|---|-----------|-------------------|------|
| Employer | Post held | Period of Service | |
| | | Month | Year |
| | | From | |
| | | To | |
| | | From | |
| | | To | |
| | | From | |
| | | To | |
| | | From | |
| | | To | |
| | | From | |
| | | To | |

Details of present position (if unemployed most recent position). **Briefly summarise key tasks:**

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.....

.....

E. REMOVAL COSTS

Transport of household will be undertaken from to Henties bay.

F. REFERENCES

| Name | Address and telephone number | Occupation |
|------|------------------------------|------------|
| | | |
| | | |

G. GENERAL

Present annual salary:

Allowances:

Bonuses:

Benefits:

Date available for assumption of duty:

Type of driver's licence:

H. Do you have any previous criminal records?

I. EMPLOYMENT EQUITY

In terms of the Affirmative Action Act, please identify your classification:

| | | | |
|------------------------------|--|---------------------------------|--|
| Previously advantaged male | | Previously disadvantaged female | |
| Previously advantaged female | | Disabled male | |
| | | Disabled female | |

| | | | |
|-------------------------------|--|--|--|
| Previously disadvantaged male | | | |
|-------------------------------|--|--|--|

J. DECLARATION

| | |
|---|--------------------|
| <p>I DECLARE THAT THE ABOVE PARTICULARS ARE COMPLETE AND CORRECT AND I UNDERTAKE TO FURNISH ATTESTED COPIES OF TESTIMONIALS / CERTIFICATES AND OTHER APPROPRIATE DOCUMENTS IMMEDIATELY ON REQUEST.</p> | |
| <p>.....</p> | <p>.....</p> |
| <p>SIGNATURE OF APPLICANT</p> | <p>DATE</p> |