

NOORD-KAAP PROVINSIE  
DEPARTEMENT VAN ONDERWYS



NORTHERN CAPE PROVINCE  
DEPARTMENT OF EDUCATION

PROFENSI YA KAPA BOKONE  
LEFAPHA LA THUTO

I PROVINSI YOMNTLA KOLONI  
ISEBE LEZEMFUNDO

**EDUCATOR EMPLOYMENT PROFILE FORM (APPLICATION FOR EMPLOYMENT AS TEACHER) /  
ONDERWYSER AANSTELLINGS PROFIEL VORM (AANSOEK OM BETREKking AS ONDERWYSER)**

**INSTRUCTIONS / INSTRUKSIES**

1.	This form combines the information in the old application form (NCK1) and the standard CV into one Employment Profile Form. Applicants must not submit the old NCK1 or a CV but instead submit this new NCK1 Educator Employment Profile Form. Hierdie vorm is 'n samestelling van inligting soos vervat in die ou aansoekvorm (NCK1), en standaard CV. Aansoekers moet nie die ou NCK1 of 'n CV inhandig nie, maar liever hierdie nuwe NCK1 Onderwyser Aanstellings Profiel Vorm.
2.	Note that <b>ALL</b> fields (rows and columns) indicated with an asterisk (*) are compulsory and that incomplete applications will be disqualified / Neem kennis dat <b>ALLE</b> velde (rye en kolomme) aangedui met 'n asterisk (*) is verpligtend en onvolledige aansoeke sal afgekeur word.
3.	Please use a black ball point pen and print in block letters / Gebruik asseblief 'n swart balpuntpen en voltooi in drukskrif.
4.	Complete a separate form for each post / Voltooi 'n afsonderlike vorm vir elke pos.
5.	Place an "X" in the block wherever applicable / Dui aan met 'n "X" waar van toepassing.

<b>A. PARTICULARS OF POST APPLIED FOR BESONDERHEDE VAN POS WAARVOOR AANSOEK GEDOEN WORD</b>	
1. *	Gazette / Advertisement (Date): Gazette / Advertensie (Datum):
2. *	Post Number: Posnommer:
3. *	Post Description: Posbeskrywing:
4. *	Name of Institution/School: Naam van Inrigting/Skool:
5. *	District: Distrik:
<b>B. PERSONAL PARTICULARS PERSOONLIKE BESONDERHEDE</b>	
6. *	Surname: Van:
7.	Maiden Name: Nooiensvan:
8. *	First Names: Name:
9. *	Date of Birth: Geboortedatum:
10. *	Identity Number: Identiteitsnommer:
11.	Passport Number (foreigners only): Paspoortnommer (slegs buitelanders):
12. *	Salary/Persal number: Salaris/Persalnommer:
13. *	SACE Registration No: SARO Registrasienommer:
14. *	Are you a South African Citizen? Is u 'n Suid Afrikaanse Burger?
	YES NO JA NEE
15.	Nationality (foreigners only): Nasionaliteit (slegs buitelanders):
16.	Do you have a valid work permit? (foreigners only): Het u 'n geldige werkspermit? (slegs buitelanders):
	YES NO YES NO YES NO JA NEE JA NEE JA NEE
17.	Expiry Date Vervaldatum
18. *	Gender: Geslag:
	MALE FEMALE MANLIK VROULIK
19. *	Marital Status: Huwelikstatus:
	SINGLE MARRIED DIVORCED WIDOWED ENKEL GETROUD GESKEI WEDUWEE
20. *	Race: Ras:
	AFRICAN COLOURED INDIAN WHITE OTHER AFRIKAAN KLEURLING INDIËR BLANK ANDER
21. *	State of Health: Gesondheidstoestand:
	GOOD FAIR POOR GOED GEMIDDELD SWAK
22. *	Are you living with a disability? Het u enige gestremdhede?
	YES NO JA NEE
23. *	Do you have any physical and/or mental defects or diseases? (if yes, furnish particulars) Het u enige fisiese en/of geestelike ongesteldheid of siektes? (indien ja, staaf besonderhede)
	YES NO JA NEE
24. *	Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? (if yes, furnish particulars) Was u al ooit voorheen skuldig bevind aan enige kriminele oortreding (insluitend 'n skuld erkenning)? (indien ja, staaf besonderhede)
	YES NO JA NEE

25. *	Do you have any pending criminal case against you? (if yes, furnish particulars) Het u enige kriminele sake hangend teen u? (Indien ja, staaf besonderhede)				YES JA	NO NEE
26. *	Have you ever been dismissed from any employment? (if yes, furnish particulars) Was u al ooit voorheen afgedank by enige werk? (indien ja, staaf besonderhede)				YES JA	NO NEE
27. *	Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State? (if yes, furnish particulars) Handel u besigheid met die Staat of is u 'n Direkteur van 'n Openbare/Publieke of Private Maatskappy wat handel dryf met die Staat? (Indien ja, verskaf besonderhede)				YES JA	NO NEE
28. *	In the event that you are employed in the Public Service, will you immediately relinquish such business interest? Indien u in die Staatsdiens aangestel word, sal u onmiddelik van sodanige sakebelange/ besigheidsbelange afstand doen?				YES JA	NO NEE
29. *	Do you have any pending disciplinary case against you? (if yes, furnish particulars) Het u enige dissiplinêre sake hangend teen u? (Indien ja, staaf besonderhede)				YES JA	NO NEE
30. *	Have you resigned from a recent job pending any disciplinary against you? If yes, please note that the provisions of the Public Service Act shall apply. Please provide the details of the case. Het u bedank by 'n onlangse werk as gevolg van 'n hangende dissiplinêre saak teen u? Indien wel, neem asseblief kennis dat die voorskrifte van die Staatsdienswet sal geld. Verskaf asseblief die besonderhede van die saak.				YES JA	NO NEE
31.	Postal Address: Posadres:				Postal Code: Poskode:	
32. *	Permanent Residential Address: Permanente Woonadres:					
					Postal Code: Poskode:	
	Tel (Home/Huis):		Tel (Work/Werk):			
	Cell / Sel:		Fax / Faks:			
	Email / e-Pos:					
	Preferred method for correspondence: Gewenste kommunikasie middel:		Post / Pos	Email / e-Pos	Fax / Faks	Telephone Telefoon
C. *	<b>LANGUAGE PROFICIENCY: Indicate "GOOD", "FAIR" or "POOR"</b> <b>TAALBEVOEGDHEID: Dui aan "GOED", "GEMIDDELD", of "SWAK"</b>					
		<b>English Engels</b>	<b>Afrikaans</b>	<b>Setswana</b>	<b>IsiXhosa</b>	
	Speak Praat					
	Read Lees					
	Write Skryf					
D. *	<b>LANGUAGE ENDORSEMENT AS INDICATED IN YOUR COLLEGE / TECHNICON / UNIVERSITY QUALIFICATION</b>					
	<b>TAALENDOSSEMENT SOOS AANGEDUI IN U KOLLEGE / TECHNIKON / UNIVERSITEIT KWALIFIKASIE</b>					
	Proficient to teach in English: Bevoeg om in Engels te onderrig:				Proficient to teach in Afrikaans: Bevoeg om in Afrikaans te onderrig:	
	Proficient to teach in Setswana: Bevoeg om in Setswana te onderrig:				Proficient to teach in IsiXhosa: Bevoeg om in IsiXhosa te onderrig:	
	Proficient to teach in Sesotho: Bevoeg om in Sesotho te onderrig:					

E. * GIVE FULL DETAILS OF YOUR QUALIFICATIONS (From highest to lowest) VERSKAF VOLLEDIGE BESONDERHEDE AANGAANDE U KWALIFIKASIES (Van hoogste tot laagste)				
Qualification Kwalifikasie	Major Subjects Passed/ Hoofvakke Geslaag	Ander Vakke Geslaag/ Other Subjects Passed	Year Obtained Jaar Verwerf	Name of Institution Naam van Inrigting
<b>Current Study (Institution and Qualification):</b> <b>Huidige studie (Inrigting en Kwalifikasie):</b>				

F. EMPLOYMENT DETAILS AND HISTORY WERKS-BESONDERHEDE EN GESKIEDENIS							
33. *	Present Employer: Huidige Werkgewer:						
34. *	Where Stationed: (Name of Institution/School/Other) Standplaas: (Naam van Inrigting/Skool/Ander)						
35. *	Current Permanent Post: (Not Acting Posts) Huidige Permanente Pos: (Nie Waarnemende Poste)						
36. *	Status: Hoedanigheid:	PERMANENT	TEMPORARY TYDELIK	SUBSTITUTE SUBSTITUUT	PROBATION PROEF		
37. *	REQV: ROKW:	10 (MATRIC+0)	11 (MATRIC+1)	12 (MATRIC+2)	13 (MATRIC+3)	14 (MATRIC+4)	15+ (MATRIC+5+)
38. *	Rank: Rang:	Teacher PL1 Onderwyser PV1	Departmental Head Departementshoof	Deputy Principal Adjunkhoof	Principal Skoolhoof		
39. *	Date appointed to above rank: Datum aangestel in bogenoemde rang:						
40. *	Years' experience in current post: Jare ondervinding in huidige pos:						
41. *	Date of first appointment as teacher: Datum van eerste aanstelling as onderwyser:						
42. *	Total full years teaching experience: Totale volle jare onderwys ondervinding:						
43. *	Are you additional to the current post establishment? Is u addisioneel tot die huidige diensstaat?			YES JA	NO NEE		
44. *	Have you at your own request been discharged from the service for one of the following reasons? (if so, indicate the date of close of duty in the space provided): Was u al op eie versoek ontslaan uit diens vir enige van die volgende redes? (indien wel, dui uitdienstredingsdatum aan in beskikbare ruimte):						
	REASON REDE			LAST DATE OF EMPLOYMENT LAASTE DATUM VAN DIENS			
44.1	Premature Retirement Voortydige Aftrede	YES JA	NO NEE				
44.2	Medical Board Mediese Ongeskiktheid	YES JA	NO NEE				
44.3	Resignation Bedanking	YES JA	NO NEE				
44.4	Voluntary Severance Package Vrywillige Skeidingspakket	YES JA	NO NEE				

<b>G. SERVICE HISTORY: (From current year of service to first year of service)</b> <b>VERSLAG VAN DIENSJARE: (Van huidige jaar van diens tot eerste jaar van diens)</b> <span style="float: right; color: red;">*Only for promotional posts</span>								
School/Institution/Other Skool/Inrigting/Ander (Including current school/employer) (Insluitende u huidige skool/werkgewer)	Post Held Pos Beklee	Post Level Pos- vlak	Exact Date of Service Presiese Datum van Diens				Reasons for Leaving Redes vir Uitdienstreding	
			From		To			
			MM	YY	MM	YY		
45.1	If you were previously employed in the Public Service/Department of Education, indicate whether any condition exist that prevents your reappointment: Indien u voorheen in die Staatsdiens/Department van Onderwys werksaam was, dui aan of daar enige voorwaardes bestaan wat u verhoed om weer her-aangestel te word:						YES JA	NO NEE
45.2	If yes, provide the name of the previous employing department and indicate the nature of the condition: Indien ja, voorsien die naam van die vorige departement waar u werksaam was en dui die voorwaardes aan:							

<b>H. TEACHING EXPERIENCE</b> <b>ONDERWYSERVARING</b>	
46.	<b>PRIMARY SCHOOL (GRADES R TO 7) – (From current post to first post occupied)</b> <b>PRIMÊRE SKOOL (GRADE R TOT 7) – (Van huidige pos tot eerste pos beklee)</b> <span style="float: right; color: red;">*Only for promotional posts</span>

Phase (ECD/Int/Sen) Fase (VKO/Int/Sen)	Subject Vak	Grades Grade	From		To	
			MM	YY	MM	YY
<b>TOTAL NUMBER OF YEARS PRIMARY SCHOOL EXPERIENCE</b> <b>TOTALE AANTAL JARE PRIMÊRE SKOOL ONDERVINDING</b>						

47.	<b>HIGH SCHOOL (GRADES 8 TO 12) – (From current post to first post occupied)</b> <b>HOËRSKOOL (GRADE 8 TOT 12) - (Van huidige pos tot eerste pos beklee)</b> <span style="float: right; color: red;">*Only for promotional posts</span>
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Phase (Sen/FET) Fase (Sen/VOO)	Subject Vak	Grades Grade	From		To	
			MM	YY	MM	YY
<b>TOTAL NUMBER OF YEARS PRIMARY SCHOOL EXPERIENCE</b> <b>TOTALE AANTAL JARE PRIMÊRE SKOOL ONDERVINDING</b>						

I. OTHER EXPERIENCE ANDER ONDERVINDING							
Name of Employer Naam van Werkgewer	Position Held Pos Beklee	Post Description Posbeskrywing	From		To		
			MM	YY	MM	YY	
<b>TOTAL NUMBER OF YEARS OTHER EXPERIENCE TOTALE AANTAL JARE ANDER ONDERVINDING</b>							

J. TOTAL EXPERIENCE TOTALE ONDERVINDING			
Please specify the total number of years of experience you have: Spesifiseer asseblief u totale aantal jare ondervinding:	Private Sector / Privaatsektor	Public Sector (Other than Teaching)/ Staatsdiens (Behalwe Onderwys)	Teaching Onderwys *

K. ADDITIONAL CERTIFICATES OF COURSES ATTENDED ADDISIONELE SERTIFIKATE VAN KURSUSSE BYGEWOON		
Name of Course Naam van Kursus	Name of Institution Naam van Inrigting	Duration Langdurigheid

L. SKILLS (Example: Computer; Communication, Report Writing, etc.) VAARDIGHEDE (Byvoorbeeld: Rekenaar; Kommunikasie, Verslagskryf, ens.)		
Skill Vaardigheid	Indicate Organisation and Duration if you have a Formal Certificate Dui Organisasie en duur aan as u oor 'n Formele Sertifikaat beskik	
	Organisation Organisasie	Duration Langdurigheid

<b>M.</b>	<b>KNOWLEDGE</b> ( <i>Of The Education System, The National Curriculum Statement, Learner Assessment, Teaching, ICT In Learning, Strategic Planning Processes, Finances, etc.</i> ) <b>KENNIS</b> ( <i>Van Die Onderwysstelsel, Die Nasionale Kurrikulumverklaring, Leerder Assessering, Inligtingstegnologie In Leer, Strategiese Beplanning Prosesse, Finansies, ens.</i> )

<b>N.</b>	<b>EXTRA AND CO-CURRICULUR INVOLVEMENT/ACTIVITIES</b> <b>BUIE EN KO-KURRIKULÊRE BETROKKENHEID/AKTIWITEITE</b>		
	Type of Activity Tipe Aktiwiteit	Indicate Organisation and Duration if you have a Formal Certificate Dui Organisasie en duur aan as u oor 'n Formele Sertifikaat beskik	
		Organisation Organisasie	Duration Langdurigheid

<b>O.</b>	<b>COMMUNITY INVOLVEMENT/EXPERIENCE</b> <b>GEMEENSKAPSBETROKKENHEID/ONDERVINDING</b>			
	Organisation Organisasie	Position Held Pos Beklee	Type of Activity Tipe Aktiwiteit	Period Tydperk
				From/Van      To/Tot

P. LEADERSHIP / MANAGEMENT EXPERIENCE LEIERSKAP / BESTUURSONDERVINDING	
Date Datum	Achievement Prestasie

Q. * REFERENCES VERWYSINGS		
Surname and Initials Van en Voorletters	Relationship to You Verwantskap met U	Telephone Number (office hours) Telefoonnommer (kantoor ure)

R. * DECLARATION VERKLARING	
<p>I declare that the information provided (including any attachments) is true, complete and correct to the best of my knowledge. I understand that any false or misleading information supplied will lead to my application being disqualified or my discharge if I am appointed.</p> <p>Ek verklaar dat inligting wat verskaf word (insluitende enige aanhangsels) na die beste van my wete waar, volledig en korrek is. Ek verstaan dat enige vals of misleidende inligting wat verskaf word, daartoe sal lei dat my aansoek gediskwalifiseer word of dat ek ontslaan mag word indien ek aangestel word..</p>	
<hr/> <b>SIGNATURE OF APPLICANT</b> <b>HANDEKENING VAN AANSOEKER</b>	<hr/> <b>DATE</b> <b>DATUM</b>

**NB:** Only an original signature will be regarded as valid. Photocopied, scanned, faxed or e-mailed signatures will automatically disqualify the application.

**LW:** 'n Oorspronklike handtekening sal alleenlik as geldig aanvaar word. Gefotokopieerde, geskandeerde, gefakste of ge-eposte handtekeninge sal outomaties die aansoek diskwalifiseer.