

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. 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 liewer hierdie nuwe NCK1 Onderwyser Aanstellings Profiel Vorm. |
| 2.                         | Note that <b>ALL</b> fields (rows and columns) are compulsory and that incomplete applications will be disqualified / Neem kennis dat <b>ALLE</b> velde (rye en kolomme) 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.   |

| A. PARTICULARS OF POST APPLIED FOR<br>BESONDERHEDE VAN POS WAARVOOR AANSOEK GEDOEN WORD |   |
|---|---|
| 1.  | Gazette / Advertisement (Date):<br>Gazette / Advertensie (Datum): |
| 2.  | Post Number:<br>Posnommer:  |
| 3.  | Post Description:<br>Posbeskrywing:                               |
| 4.  | Name of Institution/School:<br>Naam van Inrigting/Skool:          |
| 5.  | District:<br>Distrik:   |

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

|     |  |            |                          |
|-----|--|------------|--------------------------|
| 25. | Do you have any pending criminal case against you? (if yes, furnish particulars)<br>Het u enige kriminele sake hangend teen u? (Indien ja, staaf besonderhede)   | YES<br>JA  | NO<br>NEE                |
| 26. | Have you ever been dismissed from any employment? (if yes, furnish particulars)<br>Was u al ooit voorheen afgedank by enige werk? (indien ja, staaf besonderhede)  | YES<br>JA  | NO<br>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)<br>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<br>JA  | NO<br>NEE                |
| 28. | In the event that you are employed in the Public Service, will you immediately relinquish such business interest?<br>Indien u in die Staatsdiens aangestel word, sal u onmiddelik van sodanige sakebelange/ besigheidsbelange afstand doen?  | YES<br>JA  | NO<br>NEE                |
| 29. | Do you have any pending disciplinary case against you? (if yes, furnish particulars)<br>Het u enige dissiplinêre sake hangend teen u? (Indien ja, staaf besonderhede)  | YES<br>JA  | NO<br>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.<br>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<br>JA  | NO<br>NEE                |
| 31. | Postal Address:<br>Posadres:   |            | Postal Code:<br>Poskode: |
| 32. | Permanent Residential Address:<br>Permanente Woonadres:  |            | Postal Code:<br>Poskode: |
|     | Tel (Home/Huis):   |            | Tel (Work/Werk):         |
|     | Cell / Sel:  |            | Fax / Faks:              |
|     | Email / e-Pos:   |            |                          |
|     | Preferred method for correspondence:<br>Gewenste kommunikasie middel:  | Post / Pos | Email / e-Pos            |
|     |  |            | Fax / Faks               |
|     |  |            | Telephone<br>Telefoon    |

|                |   |                  |                 |                 |  |  |
|----------------|---|------------------|-----------------|-----------------|--|--|
| <b>C.</b>      | <b>LANGUAGE PROFICIENCY: Indicate "GOOD", "FAIR" or "POOR"</b><br><b>TAALBEVOEGDHEID: Dui aan "GOED", "GEMIDDELD" of "SWAK"</b> |                  |                 |                 |  |  |
|                | <b>English<br/>Engels</b>   | <b>Afrikaans</b> | <b>Setswana</b> | <b>IsiXhosa</b> |  |  |
| Speak<br>Praat |   |                  |                 |                 |  |  |
| Read<br>Lees   |   |                  |                 |                 |  |  |
| Write<br>Skryf |   |                  |                 |                 |  |  |

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| <b>D.</b>  | <b>LANGUAGE ENDORSEMENT AS INDICATED IN YOUR COLLEGE / TECHNICON / UNIVERSITY QUALIFICATION</b><br><b>TAALENDOSSEMENT SOOS AANGEDUI IN U KOLLEGE / TECHNIKON / UNIVERSITEIT KWALIFIKASIE</b> |  |  |  |  |  |
| Proficient to teach in English:<br>Bevoeg om in Engels te onderrig:    |  | Proficient to teach in Afrikaans:<br>Bevoeg om in Afrikaans te onderrig: |  |  |  |  |
| Proficient to teach in Setswana:<br>Bevoeg om in Setswana te onderrig: |  | Proficient to teach in IsiXhosa:<br>Bevoeg om in IsiXhosa te onderrig:   |  |  |  |  |
| Proficient to teach in Sesotho:<br>Bevoeg om in Sesotho te onderrig:   |  |  |  |  |  |  |

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

| <b>F. EMPLOYMENT DETAILS AND HISTORY</b><br><b>WERKS-BESONDERHEDE EN GESKIEDENIS</b> |  |                               |                                       |   |                        |                  |                    |
|--|--|-------------------------------|---------------------------------------|---|------------------------|------------------|--------------------|
| 33.  | Present Employer:<br>Huidige Werkgegewer:  |                               |                                       |   |                        |                  |                    |
| 34.  | Where Stationed: (Name of Institution/School/Other)<br>Standplaas: (Naam van Inrigting/Skool/Ander)  |                               |                                       |   |                        |                  |                    |
| 35.  | Current Permanent Post: (Not Acting Posts)<br>Huidige Permanente Pos: (Nie Waarnemende Poste)  |                               |                                       |   |                        |                  |                    |
| 36.  | Status:<br>Hoedanigheid:   | PERMANENT                     | TEMPORARY<br>TYDELIK                  | SUBSTITUTE<br>SUBSTITUUT                                  | PROBATION<br>PROEF     |                  |                    |
| 37.  | REQV:<br>ROKW:   | 10<br>(MATRIC+0)              | 11<br>(MATRIC+1)                      | 12<br>(MATRIC+2)  | 13<br>(MATRIC+3)       | 14<br>(MATRIC+4) | 15+<br>(MATRIC+5+) |
| 38.  | Rank:<br>Rang:   | Teacher PL1<br>Onderwyser PV1 | Departmental Head<br>Departementshoof | Deputy Principal<br>Adjunkhoof                            | Principal<br>Skoolhoof |                  |                    |
| 39.  | Date appointed to above rank:<br>Datum aangestel in bogenoemde rang:   |                               |                                       |   |                        |                  |                    |
| 40.  | Years' experience in current post:<br>Jare ondervinding in huidige pos:  |                               |                                       |   |                        |                  |                    |
| 41.  | Date of first appointment as teacher:<br>Datum van eerste aanstelling as onderwyser:   |                               |                                       |   |                        |                  |                    |
| 42.  | Total full years teaching experience:<br>Totale volle jare onderwys ondervinding:  |                               |                                       |   |                        |                  |                    |
| 43.  | Are you additional to the current post establishment?<br>Is u addisioneel tot die huidige diensstaat?  |                               | YES<br>JA                             | NO<br>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):<br>Was u al op eie versoek ontslaan uit diens vir enige van die volgende redes? (indien wel, dui uitdienstredingsdatum aan in beskikbare ruimte): |                               |                                       |   |                        |                  |                    |
|  | <b>REASON<br/>REDE</b>   |                               |                                       | <b>LAST DATE OF EMPLOYMENT<br/>LAASTE DATUM VAN DIENS</b> |                        |                  |                    |
| 44.1   | Premature Retirement<br>Voortydige Aftrede   | YES<br>JA                     | NO<br>NEE                             |   |                        |                  |                    |
| 44.2   | Medical Board<br>Mediese Ongeskiktheid   | YES<br>JA                     | NO<br>NEE                             |   |                        |                  |                    |
| 44.3   | Resignation<br>Bedanking   | YES<br>JA                     | NO<br>NEE                             |   |                        |                  |                    |
| 44.4   | Voluntary Severance Package<br>Vrywillige Skeidingspakket  | YES<br>JA                     | NO<br>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>   |  |                            |   |    |    |    |  |           |
| School/Institution/Other<br>Skool/Inrigting/Ander<br>(Including current school/employer)<br>(Insluitende u huidige<br>skool/werkgewer) | Post Held<br>Pos Beklee  | Post Level<br>Pos-<br>vlak | Exact Date of Service<br>Presiese Datum van Diens |    |    |    | Reasons for Leaving<br>Redes vir Uitdienstreding |           |
|  |  |                            | From  |    | To |    |  |           |
|  |  |                            | MM  | YY | MM | YY |  |           |
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| 45.1   | If you were previously employed in the Public Service/Department of Education, indicate whether any condition exist that prevents your reappointment:<br>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<br>JA  | NO<br>NEE |
| 45.2   | If yes, provide the name of the previous employing department and indicate the nature of the condition:<br>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><br><b>PRIMÊRE SKOOL (GRADE R TOT 7) – (Van huidige pos tot eerste pos beklee)</b>   |                            |   |    |    |    |  |           |
| Phase (ECD/Int/Sen)<br>Fase (VKO/Int/Sen)  | Subject<br>Vak   | Grades<br>Grade            | From  |    | To |    |  |           |
|  |  |                            | MM  | YY | MM | YY |  |           |
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| <b>TOTAL NUMBER OF YEARS PRIMARY SCHOOL EXPERIENCE</b><br><b>TOTALE AANTAL JARE PRIMÊRE SKOOL ONDERVINDING</b>                         |  |                            |   |    |    |    |  |           |
| 47.  | <b>HIGH SCHOOL (GRADES 8 TO 12) – (From current post to first post occupied)</b><br><b>HOËRSKOOL (GRADE 8 TOT 12) - (Van huidige pos tot eerste pos beklee)</b>  |                            |   |    |    |    |  |           |
| Phase (Sen/FET)<br>Fase (Sen/VOO)  | Subject<br>Vak   | Grades<br>Grade            | From  |    | To |    |  |           |
|  |  |                            | MM  | YY | MM | YY |  |           |
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| <b>TOTAL NUMBER OF YEARS HIGH SCHOOL EXPERIENCE</b><br><b>TOTALE AANTAL JARE HOËRSKOOL ONDERVINDING</b>                                |  |                            |   |    |    |    |  |           |

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

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

| K. ADDITIONAL CERTIFICATES OF COURSES ATTENDED<br>ADDISIONELE SERTIFIKATE VAN KURSUSSE BYGEWOON |   |                           |
|---|---|---------------------------|
| Name of Course<br>Naam van Kursus   | Name of Institution<br>Naam van Inrigting | Duration<br>Langdurigheid |
|   |   |                           |
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| L. SKILLS (Example: Computer; Communication, Report Writing, etc.)<br>VAARDIGHEDE (Byvoorbeeld: Rekenaar; Kommunikasie, Verslagskryf, ens.) |   |                           |
|---|---|---------------------------|
| Skill<br>Vaardigheid  | Indicate Organisation and Duration if you have a Formal Certificate<br>Dui Organisasie en duur aan as u oor 'n Formele Sertifikaat beskik |                           |
|   | Organisation<br>Organisasie   | Duration<br>Langdurigheid |
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| <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> )<br><b>KENNIS</b> ( <i>Van Die Onderwysstelsel, Die Nasionale Kurrikulumverklaring, Leerder Assessering, Inligtingstechnologie In Leer, Strategiese Beplanning Prosesse, Finansies, ens.</i> ) |
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| <b>N.</b> | <b>EXTRA AND CO-CURRICULUR INVOLVEMENT/ACTIVITIES</b><br><b>BUIITE EN KO-KURRIKULÊRE BETROKKENHEID/AKTIWITEITE</b> |   |                           |
|           | Type of Activity<br>Tipe Aktiwiteit  | Indicate Organisation and Duration if you have a Formal Certificate<br>Dui Organisasie en duur aan as u oor 'n Formele Sertifikaat beskik |                           |
|           |  | Organisation<br>Organisasie   | Duration<br>Langdurigheid |
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| <b>O.</b> | <b>COMMUNITY INVOLVEMENT/EXPERIENCE</b><br><b>GEMEENSKAPSBETROKKENHEID/ONDERVINDING</b> |                             |                                     |   |
|           | Organisation<br>Organisasie   | Position Held<br>Pos Beklee | Type of Activity<br>Tipe Aktiwiteit | Period<br>Tydperk<br>From/Van      To/Tot |
|           |   |                             |                                     |   |
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| P. | LEADERSHIP / MANAGEMENT EXPERIENCE<br>LEIERSKAP / BESTUURSONDERVINDING |                          |
|----|--|--------------------------|
|    | Date<br>Datum  | Achievement<br>Prestasie |
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| Q. | REFERENCES<br>VERWYSINGS                   |  |   |
|----|--|--|---|
|    | Surname and Initials<br>Van en Voorletters | Relationship to You<br>Verwantskap met U | Telephone Number (office hours)<br>Telefoonnommer (kantoor ure) |
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| R.   | DECLARATION<br>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> |                           |  |
| <p>_____</p> <p><b>SIGNATURE OF APPLICANT</b><br/><b>HANDTEKENING VAN AANSOEKER</b></p>  |                           | <p>_____</p> <p><b>DATE</b><br/><b>DATUM</b></p> |

**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- eposde handtekeninge sal outomaties die aansoek deskwalifiseer.