



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA



**PRO-FORMA UNEMPLOYMENT REGISTRATION FORM FOR
UNEMPLOYED PERSONS
VILLIERSDORP: RECTIFICATION OF ROADS AND GOLF COURSE
Wards 5, 6 & 9 | Theewaterskloof Municipal Area**

Purpose: This form is intended to establish a database of unemployed residents who may be considered for temporary work opportunities associated with the Department of Water and Sanitation project in Villiersdorp.
Please complete all applicable sections and attach the required supporting documents.

1. PERSONAL DETAILS

Information	Details
Surname:	
Full Name(s):	
ID Number:	
Date of Birth:	
Age:	
Gender:	☐ Male ☐ Female ☐ Other
Citizenship:	☐ South African Citizen
Contact Number:	
Alternative Contact Number:	
Email Address (if applicable):	

2. RESIDENTIAL DETAILS

Physical Address:

Ward: ☐ Ward 5 ☐ Ward 6 ☐ Ward 9

How long have you resided in Villiersdorp? _____

Proof of Address Attached: ☐ Yes ☐ No

3. EMPLOYMENT STATUS

Current Employment Status:

- ☐ Unemployed
☐ Part-time/Casual Employment
☐ Other: _____

Are you actively looking for employment?

☐ Yes ☐ No

Have you previously participated in a temporary employment/public employment programme?

☐ Yes ☐ No

If yes, indicate programme and period:

Are you currently receiving an income from employment?

☐ Yes ☐ No

If yes, please provide details: _____

Please note: Submission of an application does not guarantee appointment. Appointments will be subject to the project requirements and applicable selection processes. No late applications will be accepted.

4. INDIGENT HOUSEHOLD STATUS

Do you reside in an indigent household with no source of income?

☐ Yes ☐ No

If **Yes**, proof of indigent status must be attached.

Proof of Indigent Status Attached: ☐ Yes ☐ No ☐ Not Applicable

5. EDUCATION AND SKILLS

Highest Level of Education Completed:

- ☐ No formal schooling
- ☐ Primary School
- ☐ Grade 9
- ☐ Grade 10
- ☐ Grade 11
- ☐ Grade 12
- ☐ Certificate
- ☐ Diploma
- ☐ Degree
- ☐ Other: _____

Qualifications/Certificates:

Relevant Skills/Experience:

- ☐ General Labour
- ☐ Construction
- ☐ Gardening/Landscaping
- ☐ Cleaning
- ☐ Maintenance
- ☐ Administration
- ☐ Plumbing
- ☐ Electrical
- ☐ Painting
- ☐ Other: _____

Years of relevant experience (if any): _____

6. DESIGNATED GROUPS

Please indicate if you fall within any of the following categories:

- ☐ Youth (18–35 years)
- ☐ Woman
- ☐ Person with Disability
- ☐ None of the above

If you indicated a disability, please provide details only where relevant to your ability to perform the work:

7. AVAILABILITY

Are you available for temporary employment?

☐ Yes ☐ No

Please note: Submission of an application does not guarantee appointment. Appointments will be subject to the project requirements and applicable selection processes. No late applications will be accepted.

Available to commence work:

- ☐ Immediately
☐ Other date: _____

Are you able to perform physical duties where required?

- ☐ Yes ☐ No

Are you willing to work reasonable hours required by the project?

- ☐ Yes ☐ No

8. DOCUMENT CHECKLIST

Please tick the documents submitted with this application:

Document	Attached
Certified copy of ID document	☐
Proof of residential address	☐
Proof of indigent status (if applicable)	☐
Certified copies of qualifications (where applicable)	☐
Other supporting documentation	☐

Note: Proof of banking details and SARS number will be required **upon appointment** and do not necessarily need to accompany the initial application.

9. DECLARATION BY APPLICANT

I, _____, hereby declare that the information provided in this form is true and correct to the best of my knowledge.

I understand that:

- Registration on the unemployed database **does not guarantee employment or appointment**;
- Only persons who meet the stated eligibility requirements will be considered;
- Selection will be subject to the requirements of the project and the applicable selection process; and
- I may be required to provide additional information or documentation if selected.

I acknowledge that providing false or misleading information may result in my application being disqualified.

Applicant Signature: _____

Date: _____ / _____ / 2026

Contact Number: _____

FOR OFFICE USE ONLY

Application Received By: _____

Date Received: _____ / _____ / 2026

Time Received: _____

Application Complete: ☐ Yes ☐ No

Ward Verified: ☐ Yes ☐ No

Indigent Status Verified (if applicable): ☐ Yes ☐ No ☐ N/A

Database Reference No.: _____

Remarks: _____

Official Signature: _____

IMPORTANT: Applications must be submitted at the **Villiersdorp Town Office, Villiersdorp**, by **28 August 2026 at 12:00**.

Please note: Submission of an application does not guarantee appointment. Appointments will be subject to the project requirements and applicable selection processes. No late applications will be accepted.