

## DREAMWORKER APPLICATION FORM

### Office Hours

**DreamWorker is open for registration**

**Head Office 8:30 am - 12:30 pm Monday - Thursday**

### What is DreamWorker?

1. DreamWorker is a community based, non profit organisation set up to help the unemployed find work.
2. You must be unemployed or working part-time to register with DreamWorker. This programme is NOT for people wanting to change jobs.
3. We will TRY to find you work but we are not the employer. You must still try to find work for yourself.

### How to complete this application form

1. Please answer the questions in ENGLISH ONLY.
2. Take your time to fill in ALL THE DETAILS.
3. Give us your work history in THE ORDER OF THE JOB YOU DID. Be careful and neat. Don't rush this. Be honest why you left the job.
4. Be sure the telephone numbers you give us are correct. We will call your previous employers for a reference check, so give us correct numbers.
5. References are very important. If you don't have a written one, give us a correct telephone number.

### How to register with DreamWorker

1. **Complete this application form and bring it back to DreamWorker with all the supporting documents mentioned below.**
2. **Bring a certified copy of ID, Passport, valid Work Permit and/or Driver's Licence. (You can certify copies at any police station)**
3. **Bring a certified copy of Grade 12 (or highest grade passed) certificate, and certified copies of any other certificates, diplomas or degrees.**
4. **Bring Written References from an employer (school leavers = from principal). No fake references please! If you don't have any, don't worry. Just do your best.**
5. **Bring your CV detailing your personal particulars and work experience, if you have one. Make sure your CV is the best CV you can have.**

#### CHECKLIST

- ID or  PASSPORT  
or  WORK PERMIT (NON RSA)  
 DRIVER'S LICENCE  
 GRADE 12 CERTIFICATE  
 OTHER  
CERTIFICATES/DIPLOMAS
- WRITTEN REFERENCES
- CV

### Ngo DreamWorker

1. uDreamworker unceda uluntu, ngumbutho ongenzi mali onceda abangaphangeliyo bafumane imisebenzi.
2. Kufuneka ube awuphangeli okanye uphangela iintsuku ezimbalwa ukuze ubhalise kwa DreamWorker. Lenkqubo ayenzelwanga abantu abafuna ukutshintsha umsebenzi
3. Sizama ukukufunela umsebenzi, kodwa asingobaqashi. Kufuneka nawe uzame ukuzifunela umsebenzi ngokwakho.

### Uyigwalisa njani ifomu

1. Nceda phendula le mibuzo ngesingesi kuphela
2. Thatha ixesha lakho ukufaka inkcukacha zakho
3. Sinike imbali ngokuphangela kwakho nangemisebenzi owakhe wayenza. Qwalasela uze ubhale cocekileyo, kwaye ungangxami. Kutheni uwushiyele umsebenzi obuphangela kuwo?
4. Qinisekisa ukuba inombolo zemfono- mfono osinika zona ziyasebenza kwaye zezokwenyani. Siye sifownele umqeshi wakho wangaphambili ukufumana incukacha ezithe vetshe ngawe ngoko sinike inombolo zokwenyani.
5. kubalulekile ukwazi ngawe, ngoko ke xa ungenayo incwadi ethetha ngawe evela kumqeshi wakho, nceda sinike inombolo zemfono- mfono ezisebenzayo azakufumaneka kuyo.

### Khumbula

1. Gcwalisa ifomu yakho uyibuyisele kwa Dream worker, kunye nazo zonke incukacha ezifunekayo njengoku zibhaliwe ngasentla.
2. Yiza nesazisi esingximizweyo ngamapolisa, incwadi yokundwendwela, amaphepha asemthethweni omsebenzi, incwadi yokuqhuba (ungazingxifiza nokuba kukwesiphi isikhululo samapolisa okanye eposini)
3. Yiza nesatifiketi sakho sebanga leshumi esingximizweyo (nokuba zeziphi impepha zamabanga aphakamileyo othe wawaphumelela) kunye nezatifiketi zemfundo enomsila.
4. Yiza nencwadi esixelela ngawe/eyesiqinisekiso evela kumphathi owakhe wamsebenzela okanye esikolweni
5. Umntu osandula ukuphuma esikolweni yena aze nencwadi evela kwinqununu yakho (ungenzi isiqinisekiso sobuxoki)
6. yiza ne CV yakho echaza zonke incukacha ngawe kwakunye nendawo owakhe wazisebenzela. Ukuba wakhe wasebenza. Qinisekisa okokuba iCV yakho yeyona ibalaseleyo onokubanayo.

**If you have not filled in this form fully and carefully, we will ask you to do it again, so please take your time! The more you help us, the more we can help you to find a job. Be your very best at everything you do – even filling in forms!**

**Thank you**

PERSONAL DETAILS																		
First Names							Male		Female		Children's Ages							
Preferred Name/Name you like to be called?							Date of Birth			D	D	M	M	Y	Y	Y	Y	Your Age
Surname							Marital Status		Single		Married		Divorced		Widowed			
Home Language							Other Languages											
I.D/Passport No.: <b>SA Citizens</b>													Is your partner/ wife/ husband working?			Yes/No		
Passport No.: <b>Non-SA Citizens</b>													Do you have a Valid Work Permit?			Yes/No		
Nationality							Valid Driver's Licence		<b>Add Code</b>	Bike	Car	Minivan	Truck	Bus	Trailer	PDP		
Do you have health problems?	Yes/No							If yes, give details										
Do you have a criminal record or serious debt?	Yes/No							If yes, give details										
ADDRESS <span style="float: right;">(This is the address where you are living now)</span>																		
										Postal Code				How long have you lived here?		MONTHS	YEARS	
CONTACT DETAILS <span style="float: right;">*(Please tell the office if your number changes or your phone is lost/stolen)</span>																		
Your Cell- Phone *												Home Phone *						
Neighbour or Friend's Phone												Name:						
Neighbour or Friend's Phone												Name:						
<b>The 2 contact numbers must be people living near you, who can find you and tell you if we need to contact you.</b>																		
EDUCATION																		
Name of School												Grade passed				Year Completed		
Name of College/ Technikon/University												Length of course				Year Completed		
Course/Certificate/Diploma/ Degree obtained																		
Name of College/ Technikon/ University												Length of course				Year Completed		
Course/Certificate/Diploma/ Degree obtained																		
EMPLOYMENT HISTORY <span style="float: right;">Tell us about your 3 most recent jobs. Include any community/voluntary work.</span>																		
Employer's full name and correct telephone number (so we can do a reference check)									What work did you do? (Give us as much detail as you can)						Why did you leave?			
1. Employer's Name									Position:									
Company Name									Duties:									
Telephone																		
When did you work for them? (eg Aug03–Nov05)			From MM/YY			Until MM/YY												
2. Employer's Name									Position:									
Company Name									Duties:									
Telephone																		
When did you work for them? (eg Aug03–Nov05)			From MM/YY			Until MM/YY												
3. Employer's Name									Position:									
Company Name									Duties:									
Telephone																		
When did you work for them? (eg Aug03–Nov05)			From MM/YY			Until MM/YY												
Working part-time? Who is your employer?			Telephone Number						Which days?			What type of work?						
Name									M T W T F S S									
Would you be interested in any further training?			Yes/No	What courses would you like to study?						1.			2.					

WORK CHOICES		Please RESPOND IN ENGLISH to these questions
1.	<b>OF THE WORK THAT YOU HAVE ALREADY DONE, WHICH WORK WOULD YOU PREFER DOING IN FUTURE?</b> Kulemisebenzi uke wayenza ngaphambili, ngowuphi owona ungathanda ukuwenza kwixesha elizayo?	
2.	<b>WHAT HAS BEEN YOUR GREATEST CHALLENGE IN YOUR WORK? If you have never worked, what was your biggest challenge at school?</b> Yintoni obungayithandi kumsebenzi wakho? Ukuba awuzange wasebenza, yintoni obungayithandi esikolweni?	
3.	<b>WOULD YOU LIKE TO BE SELF EMPLOYED? WHAT WOULD YOU NEED TO GET STARTED?</b> (For example a hairdresser would need a hair drier, hair products, a basin, brooms – R2 000 total) Ungathanda ukuziqalela elakho ishishini? Ukuba kunjalo, zintoni ongazidinga ukuze uliqale, kodwa zingabikho ngaphezulu kwe R2000 (For example iHair drier, hair products, a basin, brooms.)	

DREAMS AND PASSIONS		Please RESPOND IN ENGLISH to these questions
1.	<b>WHAT ARE YOUR GIFTS AND STRENGTHS? WHAT MAKES YOU VERY SPECIAL AS A PERSON? Give us the words that best describe you.</b> Zintoni iziphiwo zakho nezakhono, onokuzisebenzisa kumsebenzi wakho? Yintoni ekwenza ubaluleke ngoko buwena? Siphe amazwi achazawena.	
2.	<b>WHAT ARE YOU PASSIONATE ABOUT IN YOUR LIFE? WHAT GIVES YOU JOY?</b> Yintoni ekwenza umdla ebomini? Yintoni ekwenzela ulonwabo?	
3.	<b>WHAT IS THE DREAM YOU HAVE FOR YOUR WORK AND FOR YOUR PERSONAL LIFE?</b> Liyintoni iphupha lakho lomsebenzi kwakunye nelobomi bakho?	
	a) <b>Life dream (iPhupa lobomi):</b>	
	b) <b>Work dream (iPhupa lomsebenzi):</b>	
	c) <b>Would you like to give back to life, to your community, to your world in some way? How would you like to do this?</b> Ingaba likhona igalelo ongatha ukulenza ebomini, ekuhlaleni nakulo ilizwe lakho, ukuba kunjalo ungakwenza njani oko?	

YOUR PERSONALITY:	I see myself as....	Please tick 6 words that describe you best (maximum 6)
<input type="checkbox"/> Ambitious/ukuncekelela	<input type="checkbox"/> Having a big dream/ ukuba nama phupha	<input type="checkbox"/> Quiet/ uthule
<input type="checkbox"/> Calm/pholile	<input type="checkbox"/> amakhulu	<input type="checkbox"/> Respectful/ unembeko
<input type="checkbox"/> Caring/ inkathalo	<input type="checkbox"/> Humble/ thobekileyo	<input type="checkbox"/> Self motivated/ umntu okwazi ukuzakha
<input type="checkbox"/> Centred/ zinzile	<input type="checkbox"/> Innocent/ umsulwa	<input type="checkbox"/> Shy/ unentloni
<input type="checkbox"/> Committed/ zinikela	<input type="checkbox"/> Kind/ unobubele	<input type="checkbox"/> Strong sense of self/ unebhongo neqhayiya
<input type="checkbox"/> Communicates easily/ uthetha lula	<input type="checkbox"/> Knows where life's at/ uyabazi ubomi	<input type="checkbox"/> Sweet natured/ uyathandeka
<input type="checkbox"/> Compassionate/ uvelwano	<input type="checkbox"/> Leader/ inkokheli	<input type="checkbox"/> Team player/ nstebenziswano
<input type="checkbox"/> Creative/ ingcali	<input type="checkbox"/> Loving/ unothando	<input type="checkbox"/> Thinker/ umntu okwazukucinga
<input type="checkbox"/> Determined/ ukuzimisela	<input type="checkbox"/> Mature/ ukhulile	<input type="checkbox"/> Very confident/ uyazingca
<input type="checkbox"/> Enthusiastic/ udlamko	<input type="checkbox"/> Nurturing/ unonophelo	<input type="checkbox"/> Wants to learn/ ufuna ukufunda
<input type="checkbox"/> Extrovert/ nobubele	<input type="checkbox"/> Open/ unenyaniso	<input type="checkbox"/> Willing/ uyanqwenela
<input type="checkbox"/> Friendly/ unobuhlobo	<input type="checkbox"/> Passionate/ umdla	<input type="checkbox"/> Wise/ uhlakaniphile
<input type="checkbox"/> Fun-loving/ monwabisi	<input type="checkbox"/> Patient/ ukuba nomonde	
<input type="checkbox"/> Grateful/ unombulelo	<input type="checkbox"/> Problem Solver/ umntu olungisa ingxaki	

DECLARATION			
I declare that all the information I have given on this form is true.		Ek verklaar dat al die inligting op hierdie vorm waar en korrek is.	
Ndiyaqinisekisa ukuba yonke incaza endiyinike kule fom u yinyhaniso.			
Full Name	Signature	Date	
Thank you for completing this process. Please return your form, together with all the relevant documents to DreamWorker. We will talk to you and advise you further. Your information will then be captured on our database and we will contact you only if suitable jobs become available. Please remember to let us know if your contact details change. Thank you!			

# FOR OFFICE USE ONLY

## RECOMMENDED JOB CATEGORIES and TYPE OF WORK e.g. RET: Cashier

Categories: Builders & Artisans/ Domestic/ Food /General Worker / Industrial & Factory/ Office/ Retail / School Leavers

### MOST EXPERIENCED/MOST LIKELY TO FIND WORK:

1.		2.	
4.		5.	

### POTENTIAL TO TRY THE FOLLOWING:

1.		2.	
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### COMMUNICATION

Tick the most relevant boxes

Written	<input type="checkbox"/> Answered written questions easily	<input type="checkbox"/> Struggles to communicate in written English	<input type="checkbox"/> Cannot understand the questions
Verbal	<input type="checkbox"/> Communicates verbally (Eng) with ease	<input type="checkbox"/> Communicates well in own language	<input type="checkbox"/> Has very little communication ability

### DOMESTIC WORKERS SKILLS/PREFERENCES

Tick the most relevant boxes

Type	<input type="checkbox"/> Daily	<input type="checkbox"/> Live-In
Skills	<input type="checkbox"/> Cleaning <input type="checkbox"/> Ironing <input type="checkbox"/> Cooking <input type="checkbox"/> Childminder <input type="checkbox"/> Babysitting <input type="checkbox"/> Home Care	
Comments		

### OVERALL ASSESSMENT / INTERVIEWER'S OPINION AND COMMENTS


### FURTHER ACTION TO BE TAKEN BY OFFICE STAFF


Interviewer		Place		Date		Capturer		Date	
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### REFERENCE CHECK

Employee's Full Name		Contact Person (referee)	
Job Description & Duties		Referee's Position (e.g. Supervisor)	
Employer's/ Company Name		Contact Number	

What are the best qualities of the person? Even if they did not perform well at this job, do they have any good qualities?


What was the reason for leaving / were there any problem areas?


Guideline questions: What is their skill level? Can they work unsupervised? Are they able to perform the tasks given?


Reference Check done by		Date	
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