

DREAMWORKER APPLICATION FORM

Office Hours

DreamWorker is open for registration
Central Office 8:30 am-12:30 pm Monday - Thursday
Atlantis Office 8:30 am – 2 pm Monday - Friday

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 uwushiyile umsebenzi obuphangela kuwo?
4. Qinisekasa 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 esingximfizweyo ngamapolisa, incwadi yokundwendwela , amaphepha asemthethweni omsebenzi, incwadi yokuqhuba (ungazingxifiza nokuba kukwesiphi isikhululo samapolisa okanye eposini)
3. Yiza nesatifiketi sakho sebanga leshumi esingximfizweyo (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.: SA Citizens															Is your partner/ wife/ husband working?					Yes/ No																													
Passport No.: Non-SA Citizens															Do you have a Valid Work Permit?					Yes/ No																													
Nationality					Valid Driver's Licence					Add Code					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 (This is the address where you are living now)																																																	
															Postal Code					How long have you lived here?					MONTHS					YEARS																			
CONTACT DETAILS *(Please tell the office if your number changes or your phone is lost/stolen)																																																	
Your Cell- Phone *										Home Phone *																																							
Neighbour or Friend's Phone										Name:																																							
Neighbour or Friend's Phone										Name:																																							
The 2 contact numbers must be people living near you, who can find you and tell you if we need to contact you.																																																	
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 Tell us about your 3 most recent jobs. Include any community/voluntary work.																																																	
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.																													
Do you have any desire to start up or run your own business? If so, what kind?																																																	

WORK CHOICES		Please RESPOND IN ENGLISH to these questions
1. WHAT HAVE YOU ENJOYED MOST ABOUT THE WORK YOU HAVE DONE? If you have never worked, then what did you enjoy most about school/college? Yintontoni ebikwenza uwonwabele umsebenzi wakho? Ukuba awuzange uphangele yintoni ebikonwabisa esikolweni/ kholejini?		
2. WHAT HAS BEEN YOUR GREATEST CHALLENGE IN YOUR WORK? If you have never worked, what was your biggest challenge at school? Yintoni obungayithandi kumsebenzi wakho? Ukuba awuzange wasebenza, yintoni obungayithandi esikolweni?		
3. WHAT KIND OF WORK WOULD YOU REALLY LOVE TO DO? Please do not write any work! You can base this on your experience and what you are good at or you can tell us what kind of job you dream of doing. Ngowuphi owona msebenzi ongathanda ukuwenza? Nceda ungabhali nokuba ngonjani! Xinizelela phantsi kolwazi lwako okanye sixele ukuba liyintom iphupha lakho ngolomsebenzi		
a)		
b)		

DREAMS AND PASSIONS		Please RESPOND IN ENGLISH to these questions
1. WHAT ARE YOUR GIFTS AND STRENGTHS? WHAT MAKES YOU VERY SPECIAL AS A PERSON? Give us the words that best describe you. Zintoni iziphiwo zakho nezakhono, onokuzisebenzisa kumsebenzi wakho? Yintoni ekwenza ubaluleke ngoko buwena? Siphe amazwi achazawena.		
2. WHAT ARE YOU PASSIONATE ABOUT IN YOUR LIFE? WHAT GIVES YOU JOY? Yintoni ekwenza umdla ebomini? Yintoni ekwenzela ulonwabo?		
3. WHAT IS THE DREAM YOU HAVE FOR YOUR WORK AND FOR YOUR PERSONAL LIFE? Liyintoni iphupha lakho lomsebenzi kwakunye nelobomi bakho?		
a) Life dream (iPhupa lobomi):		
b) Work dream (iPhupa lomsebenzi):		

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

INTERVIEWER'S WORD CHOICES (if different) _____

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.	
3.		4.	
5.		6.	

POTENTIAL TO TRY THE FOLLOWING:

1.		2.	
3.		4.	

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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