



BETTER TOGETHER.

APPLICATION FOR ENROLMENT

(Please be advised that this is not a Z83 application form for employment)

Applicant to complete Parts A, B, C & D

Applicant to ensure all requirements are met and evidence attached according to Part D

Part E is for College administration use only

LEARNING PROGRAMME DETAILS

PART A

Learning Programme:

(Tick the appropriate block)

Traffic Officer	<input type="checkbox"/>	*Examiner for Driving Licenses	<input type="checkbox"/>	*Examiner of Vehicles	<input type="checkbox"/>
Traffic Officer Refresher	<input type="checkbox"/>	Traffic Warden Training	<input type="checkbox"/>	Other training (Specify Below)	<input type="checkbox"/>
* Please indicate the grade you are applying to obtain below. EG. EDL: Grade F; L; D; B; C or EOv: Grade A,B,C or D					

Learning Programme date:

(Dates to be supplied by GLTC)

FROM	2	0			-					TO	2	0			-				
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Surname:

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Full names:

APPLICANT INFORMATION

PART B

Surname:

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Full names:

Date of Birth:

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ID No:

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Race:

WHITE	COLOURED	AFRICAN	INDIAN	OTHER
IF OTHER PLEASE SPECIFY				

Residential Address:

Physical address During training

Gender: (Tick the appropriate block)

Male		Female	
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Telephone No:

Home																						
Work																						
Cell																						

E-mail

Highest Educational Qualification

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(Copy attached) – Original to be produced upon commencement of training at institution

Have you ever been convicted of a criminal offence? (Tick the appropriate block)

Yes		No	
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If the answer above is yes, please provide the year of conviction:

Applicant's Driving Licence: (Copies attached) – Originals to be produced upon commencement of training at institution

DECLARATION BY APPLICANT:

1. I, _____
(Full names and surname of applicant), hereby declare that the information as mentioned in application is correct.
2. I understand that if any of the information provided is proven to be incorrect, the Gene Louw Traffic College maintains the right to discontinue my participation in the learning programme.
3. I also understand that my fingerprints will be taken and a SA Police clearance done on my arrival at the Gene Louw Traffic College and the outcome thereof may influence my participation in the learning programme. **(Applicable to Traffic Officer Course)**
4. I, declare that I am in a fit and healthy condition and have no objections to participate in any physical activities at the Gene Louw Traffic College if relevant to the curriculum of the learning programme attended.
5. I, indemnify the Gene Louw Traffic College and its personnel from any legal claims due to my death, injury, damages or losses incurred by myself during any training or whilst I am in or on the premises of the Gene Louw Traffic College.
6. I, agree to obey, as a condition for admission, all rules and instructions expected from me at the training Institution.
7. I, agree to compensate the Gene Louw Traffic College for any damages or losses caused by my negligence to the property/persons during training.

Signed on the _____

(date) at _____ (place)

Applicant's Signature: _____

EMPLOYER PARTICULARS

PART C

Employer:

(Name of Provincial/Local Authority/Other)

Postal Address of Employer:

Skills development Levy Number: (Compulsory) *

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Name of Contact Person (Employer):

Current Position:

Contact Details:

Tel.
Fax.
Cell.

E-mail.

Appointment date/Commencement date of employment:

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DECLARATION BY EMPLOYER:

I, _____
(Full names and surname of applicant’s supervisor), hereby declare that the information mentioned is correct.

I further declare that the applicant is in the employment of _____
(Name of Employer)

I further declare that I am aware of the uniform requirements of the applicant and take full responsibility for the purchase and issue of said uniform if applicable.

Signed on the _____

(Date) at _____ (place)

Employer’s Signature: _____

Only copies of the following documents certified by the local police station will be accepted, this MUST be attached to application BY THE CLOSING DATE OF APPLICATIONS.

If application is accepted, the certified copies must be handed in at commencement of course.

1. Highest Educational Qualification
(Traffic Officer Training - Minimum Grade 12 or equivalent NQF Level 4 qualification)
(EOV - Minimum Grade 10 and EDL - Minimum Grade 12)
2. Driving Licenses
3. Identity Document
4. Only 365 SAPS Criminal Record Certificate from SAPS National database will be accepted.
5. Medical certificates as proof that a person may do strenuous exercise if applicable.
(This is not applicable to EOV, EDL and Specialised training)
6. Signed letter from Municipal Manager/Local Authority Manager/ Other as proof of Employment
7. Copy of the employment contract (Signed by both the applicant and employer).
8. For EOV and EDL add - Testing station registration certificate

Please use this as a checklist and indicate all documents attached to application.

I confirm that all ticked documentation above is attached to the application form.

Employer signature

Date Signed

Important Notice

- No cash or personal cheques will be accepted
- Strictly electronic transfers or bank guaranteed cheques will only be accepted in respect of payment.
- Payment is only to be made once invoice is received by Gene Louw Traffic College

Applications which does not conform to any of the above mentioned criteria including incomplete application forms will not be considered

OFFICIAL USE ONLY

PART E

Learning Programme No.

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Administration Clerk

_____ (Initials and Surname)

Date: _____

Signature: _____

Training Coordinator

Application Conforms to criteria

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Application to attend the learning programme indicated is recommended.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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_____ (Initials and Surname)

Date: _____

Signature: _____

Course Manager

Application:

Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>
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Comment
(If Not Approved)

_____ (Initials and Surname)

Date: _____

Signature: _____

Thank you for choosing Gene Louw Traffic College as your training provider.

We have taken the liberty of identifying a few common issues applicants have when applying, thus we have provided a checklist to assist you in submitting a complete application form.

I have:

(Please tick)

<input type="checkbox"/>	Completed part A, made sure that the course and grade I am applying for is indicated.
<input type="checkbox"/>	Completed part B, made sure all of my personal details were filled in, including my licence code.
<input type="checkbox"/>	Complete part C, made sure that my employer has filled in all fields including but not limited to, Skills Development Levy number, all employer details, including the signature of employer or manager.
<input type="checkbox"/>	Completed part D, have ticked all documentation submitted with this application form.
<input type="checkbox"/>	Made sure that all documentation is certified by a local police station.
<input type="checkbox"/>	Made sure that all documents including the application form is legible.

Examiner of Vehicles and Examiner for Driving Licences

All applications for Examiner of Vehicles, Examiner of Driving Licences to be forwarded to Sarita.Kannemeyer@westerncape.gov.za

Traffic Officer Training and Specialised Training

All applications for Traffic Officer Training or Specialised training to be forwarded to Tanya.vanWyk@westerncape.gov.za

Alternatively applications can be faxed to 0219824477

For any other enquiries, please do not hesitate to call Gene Louw Traffic College on 0219831500