Uhlu lokuhlola ukuqhubeka nokusebenza uma umnikazi engekho

Igama _____ **Ibhizinisi** _____ **Usuku** _____

Uzogcina unalokhu
Uhlu lwekhasi elilodwa lwemisebenzi yakho eqhubekayo, izinkokhelo eziphuthumayo nabantu ababalulekile, kanye nomuntu oyedwa omethembayo owazi ukuthi lugcinwe kuphi.

1. Phawula okuncike kuwe kuphela

Cabanga ukuthi awukwazi ukusebenza amasonto amabili alandelayo. **Ukuncika kumnikazi** (umsebenzi oma uma ungekho, ngoba akekho omunye owazi ukuthi wenziwa kanjani). Phawula into ngayinye engama.

- **UHLU LOKUHLOLA**
  - ☐ Ukuphendula amakhasimende nokugcina izithembiso
  - ☐ Ukwenza noma ukuhlola umsebenzi
  - ☐ Ukuoda kubahlinzeki
  - ☐ Ukukhokha irenti, amaholo nabahlinzeki
  - ☐ Ukuthumela ama-invoyisi nokuqoqa imali
  - ☐ Ukutshela abasebenzi okufanele bakwenze

Amathebula angezansi abhala lokho umuntu akudingayo ezikhaleni eziphuthuma kakhulu: imisebenzi, izinkokhelo nabantu ababalulekile. Ukuthi ubani ongenza okunye kubhalwa "Eshidini lokuxhumana nokuqhubeka nokusebenza".

2. Imisebenzi eqhubekayo

Bhala yonke imisebenzi noma ama-oda aqhubekayo manje.

Ikhasimende nocingo	Engakuthembisa	Ngomhla
isb. UNkk Dlamini, 082 000 0000	Ukulungisa umpompi wasekhishini	ULwesibili 14 Meyi

3. Izinkokhelo eziphuthumayo

Bhala izinkokhelo okungafanele ziphuthelwe. Qala ngezintathu eziphuthuma kakhulu.

Inkokhelo	Inani (R)	Usuku lokukhokha	Ikhokhwa kanjani
isb. Irenti	2 500	Mhla lu-1 enyangeni	I-debit order

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.

Inkokhelo	Inani (R)	Usuku lokukhokha	Ikhokhwa kanjani
isb. Amaholo	1 800	Njalo ngoLwesihlanu	Ukheshi ophuma kuthili

4. Abantu ababalulekile ebhizinisini

Bhala amakhasimende akho, abahlinzeki noma abasebenzi abahlanu ababaluleke kakhulu. (Abeluleki abafana nomgcinimabhuku wakho babhalwa eShidini lokuxhumana nokuqhubeka nokusebenza.)

Igama	Bangobani	Ucingo	Kungani umuntu angase abadinge
isb. USipho	Umhlinzeki wempahla	072 000 0000	I-oda lingena njalo ngoMsombuluko

ISEXWAYISO

Awekho amaphasiwedi kuleli khasi

Bhala ukuthi izinto zikuphi, ungalokothi ubhale amaphasiwedi noma ama-PIN. Ibhange lingase lidinge igunya elisemthethweni ngaphambi kokuthi omunye umuntu akhokhe ku-akhawunti yakho.

Kwenze kutholakale

Lapho ngizogcina khona leli khasi (isb. ifolda ebomvu edilowa yasehhovisi)

Umuntu omethembayo engizomtshela, nokuthi nini (isb. udadewethu uThandi, ngaleli Sonto)

Isikhathi sokukwenza kabusha

Buyekeza ithebula lemisebenzi eqhubekayo njalo ngesonto, nangaphambi kokuthi uhambe. Hlola izinkokhelo nabantu ababalulekile njalo ezinyangeni ezi-3, ngoba uhlu oludala luthumela umsizi wakho ekhasimendeni noma enkokhelweni engafanele.

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.