

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist the Municipality in selecting suitable candidate for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidate shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of Senior Managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of the Municipality	
Notice service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability			Yes	No
If yes, elaborate				
Are a South African Citizen				
If no, what is your Nationality				
Work Permit Number (if any):				
Do you hold any political office in a political party, whether, temporary of acting capacity? If yes, provide information below.			Yes	No
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any body? If yes, provide information below			Yes	No
Professional Body:	Membership Number:	Expiry date:		

C. CONTACT DETAILS

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	Email	Fax
Correspondence contact details (in terms of the above)			

D. QUALIFICATIONS (Additional information may be provided in your CV)			
Name of School/ Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (Starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality.						

F. DISCIPLINARY RECORD	
Have you been dismissed for misconduct on or after 5 July 2011?	Yes No
If yes, Name of the Municipality/ Institution:	
Type of a Misconduct/ Transgression.	
Date of Resignation/ Disciplinary case finalised	
Award/ Sanction	
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes No

G. CRIMINAL RECORD	
Were you convicted from a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes No
If yes, type of criminal act	
Date criminal case finalised	
Outcome/ Judgment	

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

I. DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification of termination of my employment contract, if appointed.	
Signature:	Date: