



ANNEXURE B

**APPLICATION FORM FOR EMPLOYMENT**

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 Staff Members in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

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

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

**PERSONAL DETAILS**

Surname					
First Names					
ID or Passport Number					
Gender	Male		Female		
Race	African	Coloured		Indian	White
Do you have a disability	Yes	No	If yes, elaborate		
Are a South African Citizen	Yes	No	If no, what is your Nationality?		
			Work Permit Number?		Yes
Do you hold a professional membership with any body?	Yes	No	Name of Professional Body:	Membership Number	Expiry date

**CONTACT DETAILS**

Telephone number during office hours	(      )
Mobile Phone number	
Postal Address	
Code:	
Email Address	

Preferred language of communication	
-------------------------------------	--

<b>QUALIFICATIONS</b> (please elaborate on your CV)			
Highest Educational Qualification Obtained			
Name of School	Highest Grade	Year Obtained	
Highest Tertiary Qualification Obtained			
Name of Institution	Name of Qualification	NQF Level	Year Obtained

<b>WORK EXPERIENCE</b> (please elaborate on your CV)						
Employer (Starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	

<b>DISCIPLINARY RECORD</b>			
Have you been dismissed for misconduct during the past (10) years?	Yes		No
If yes, Name of the Municipality/ Institution:			
Type of a Misconduct/ Transgression.			
Date of Resignation/ Disciplinary case finalised			
Award/ Sanction			
Have you been accused of alleged misconduct and resigned from your job pending finalisation of disciplinary proceedings?	Yes		No

<b>CRIMINAL RECORD</b>			
Have you been convicted from a criminal offence in court of law during the past (10) years?	Yes		No
If yes, type of criminal act			
Date criminal case finalised			
Outcome/ Judgment			

<b>REFERENCE</b> (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

<b>DECLARATION</b>	
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: