



# The Msunduzi Municipality

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[www.msunduzi.gov.za](http://www.msunduzi.gov.za)

## APPLICATION FOR EMPLOYMENT

### NOTES TO APPLICANT

- Thank-you for your interest in seeking employment with us
- Mark appropriate answers with an "x" where applicable
- For the purpose of the Employment Equity Act (1998) all statistical details should be completed
- Please attach certified copies of the following documents together with this application form and indicate which items you have included by placing an "x" in the space provided

<input type="checkbox"/> ID Book/ Passport	<input type="checkbox"/> Drivers license
<input type="checkbox"/> Grade 12 Exam Certificate	<input type="checkbox"/> Certificate of service
<input type="checkbox"/> Testimonials/References	<input type="checkbox"/> Other
<input type="checkbox"/> Degree, Diploma or other educational certificates	Total number of Pages attached: <input type="text"/>

### POST DETAILS

Position Applied for:

Business Unit:

Date of Advert:

Reference Number:

### PERSONAL DETAILS

Name of Candidate:

Postal Address:

Code:

Residential Address:

Code:

Telephone:  (h)  (w)  (c)

E-mail Address:

Date of Birth:  Citizenship:

ID Number:  Passport Number:

Gen:  Race:  Disabled: Yes  No

If yes, furnish particulars

Drivers license: Yes  No  Period:

Code:  Vehicle Restrictions:  PDP: Yes  No

PDP Code (G,P,D):  Expiry Date:

Language proficiency. In the schedule below, indicate proficiency as "Good", "Fair", "Poor" or "None"

Language:	Read	Write	Speak
English:			
Zulu:			
Other:			

## EDUCATION AND QUALIFICATIONS

<b>School Education</b>	Highest Grade: <input style="width: 90%;" type="text"/>			
	Name of School: <input style="width: 90%;" type="text"/>			
	Town/ City: <input style="width: 90%;" type="text"/>			
	Subjects	1. <input style="width: 90%;" type="text"/>	Period From: <input style="width: 90%;" type="text"/>	
		2. <input style="width: 90%;" type="text"/>		
		3. <input style="width: 90%;" type="text"/>		
	4. <input style="width: 90%;" type="text"/>			
	5. <input style="width: 90%;" type="text"/>	Period To: <input style="width: 90%;" type="text"/>		
	6. <input style="width: 90%;" type="text"/>			

<b>1. Tertiary Education (University/Technikon/ College)</b>	Name of Institution: <input style="width: 90%;" type="text"/>			
	Qualification: <input style="width: 90%;" type="text"/>			
	Subjects	1. <input style="width: 90%;" type="text"/>	Period From: <input style="width: 90%;" type="text"/>	
		2. <input style="width: 90%;" type="text"/>		
		3. <input style="width: 90%;" type="text"/>	Period To: <input style="width: 90%;" type="text"/>	
		4. <input style="width: 90%;" type="text"/>		
	5. <input style="width: 90%;" type="text"/>			
	6. <input style="width: 90%;" type="text"/>			

<b>2. Tertiary Education (University/Technikon/ College)</b>	Name of Institution: <input style="width: 90%;" type="text"/>			
	Qualification: <input style="width: 90%;" type="text"/>			
	Subjects	1. <input style="width: 90%;" type="text"/>	Period From: <input style="width: 90%;" type="text"/>	
		2. <input style="width: 90%;" type="text"/>		
		3. <input style="width: 90%;" type="text"/>	Period To: <input style="width: 90%;" type="text"/>	
		4. <input style="width: 90%;" type="text"/>		
	5. <input style="width: 90%;" type="text"/>			
	6. <input style="width: 90%;" type="text"/>			

<b>3. Tertiary Education (University/Technikon/ College)</b>	Name of Institution: <input style="width: 90%;" type="text"/>			
	Qualification: <input style="width: 90%;" type="text"/>			
	Subjects	1. <input style="width: 90%;" type="text"/>	Period From: <input style="width: 90%;" type="text"/>	
		2. <input style="width: 90%;" type="text"/>		
		3. <input style="width: 90%;" type="text"/>	Period To: <input style="width: 90%;" type="text"/>	
		4. <input style="width: 90%;" type="text"/>		
	5. <input style="width: 90%;" type="text"/>			
	6. <input style="width: 90%;" type="text"/>			

<b>4. Other</b>	
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## TRAINING

*This includes government training schemes, apprenticeships, short courses*

Course Title	Organisation	From	To

## MEMBERSHIP OF PROFESSIONAL INSTITUTES

*Please indicate whether membership is by examination or qualification*

Institute	Level of Membership	From	To

**EXPERIENCE** *(Start with Latest)*

1. Company Name:

Position:  Date from:  Date to:

Responsibilities:

References:  Contact Details:

Basic Salary:  (Monthly)

Reasons for leaving:  Other Benefits:

2. Company Name:

Position:  Date from:  Date to:

Responsibilities:

References:  Contact Details:

Basic Salary:  (Monthly)

Reasons for leaving:  Other Benefits:

3. Company Name:

Position:  Date from:  Date to:

Responsibilities:

References:  Contact Details:

Basic Salary:  (Monthly)

Reasons for leaving:  Other Benefits:

**INDICATE WHY YOU QUALIFY FOR THE POST IN RELATION TO THE KPA'S DETAILED IN THE ADVERT?**

*Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests (Use separate sheet if necessary)*

**GENERAL**

Are actively involved in a leadership position within a political party? Yes  No

Are any of your relatives or acquaintances employed by the Council or a Councilor? Yes  No

If "Yes", state Name, Department & Relationship:

When can you assume duty?

Do you have contractual obligation towards your present employer? If so, furnish particulars:

*Have you ever been:* Convicted of a criminal offence? Yes  No

Is a criminal case pending against you? Yes  No

Dismissed from employment? Yes  No

Have you ever terminated your employment after receiving a notice of misconduct? Yes  No

*If yes in any of the above, state particulars on a separate sheet*

Do you have any business interests? If Yes, please list these Yes  No

State particulars concerning your health and ability to perform the specific work which you think Council should be aware of.

**FOR INFORMATION**

- Any person canvassing with a view to being appointed to a post in the council's service shall not be considered for appointment and will be disqualified.

**DECLARATION**

I declare that the above particulars are to the best of my knowledge true and correct and I understand and accept that if I am appointed, my appointment will be subject to the provisions of the Conditions of Service and the policies of the Council and any other applicable legislation. I further understand and agree that any false or material misrepresentation in my application will disqualify me from consideration for appointment, or where so appointed, will result in disciplinary steps which could lead to my dismissal. I also understand that in addition to such disciplinary steps, the Municipality reserves the right to take other legal steps against me including the institution of criminal and civil proceedings.

.....  
**Signature of Applicant**

.....  
**Date:**

*Please note that your application will not be considered if all the information is not inserted in the areas provided*

Was this form completed by yourself:

Yes

No