



APPLICATION FOR EMPLOYMENT

NOTES TO APPLICANT

- Thank-you for your interest in seeking employment with us
- Complete the form in your own handwriting in block letters and in black ink
- 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 style="width: 50px;" 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:

Gender: 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:			
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EDUCATION AND QUALIFICATIONS

School Education	Highest Grade:	<input style="width:100%;" type="text"/>		
	Name of School:	<input style="width:100%;" type="text"/>		
	Town/ City:	<input style="width:100%;" type="text"/>		
	Subjects	1.		Period From:
		2.		
3.	Period To:			
4.				
5.				
6.				

1.Tertiary Education (University/Technikon/ College)	Name of Institution:	<input style="width:100%;" type="text"/>		
	Qualification:	<input style="width:100%;" type="text"/>		
	Subjects	1.		Period From:
		2.		
	3.	Period To:		
4.				
5.				
6.				

2.Tertiary Education (University/Technikon/ College)	Name of Institution:	<input style="width:100%;" type="text"/>		
	Qualification:	<input style="width:100%;" type="text"/>		
	Subjects	1.		Period From:
		2.		
	3.	Period To:		
4.				
5.				
6.				

3. Tertiary Education (University/Technikon/ College)	Name of Institution:	<input style="width:100%;" type="text"/>		
	Qualification:	<input style="width:100%;" type="text"/>		
	Subjects	1.		Period From:
		2.		
	3.	Period To:		
4.				
5.				
6.				

4. Other	
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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; and if this last page is not signed.

Was this form completed by yourself:

Yes

No