

APPLICATION FOR EMPLOYMENT

IN RESPECT OF ALL SENIOR AND ORDINARY STAFF POSITIONS

TERMS AND CONDITIONS

1. The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised position.
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 other additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist the municipality to expedite recruitment and selection processes.
4. All information received will be treated with strict 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 the municipality with the recruitment, selection, and appointment of municipal staff in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and related Local Government: Municipal Staff Regulations.

A. DETAILS OF ADVERTISED POST

Advertised post applied for			
Reference number			
Notice service period			
Do you have the required qualification for the position?	Yes	No	

B. PERSONAL DETAILS

Surname				
First names				
Physical Address				
Province				
Do you have driver's license?	Yes	No		
If yes, what code?				
ID or Passport Number				
Race (Mark with X)	African	Coloured	Indian	White
Gender (Mark with X)	Female		Male	
Do you have a disability? (Mark with X)	Yes		No	
If yes, elaborate				
Are you a South African citizen? (Mark with X)	Yes		No	
If no, what is your Nationality?				

Work permit number if applicable			
Do you currently hold any political office in a political party, whether in a permanent, temporary, or acting capacity? If yes provide information below.	Yes	No	
Political party	Position	Expiry date	
Do you hold a professional membership with any professional body? If yes provide information below.	Yes	No	
Professional Body	Membership No.	Expiry date	
C. CONTACT DETAILS			
Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence (Mark with X)	Post	E-Mail	Fax
Correspondence details in terms of the above			
D. QUALIFICATIONS (Additional information may be provided in your CV)			
Is your experience relevant to the position?		Yes	No
How many years relevant experience do you have?			
Name of School/ Technical College	Highest Qualification obtained	Year obtained	
Name of Tertiary Institution	Qualification obtained	NQF Level	Year Obtained
E. WORK EXPERIENCE (Additional information may be provided in your CV)			
Employer	Period of service	Reason for leaving	

If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment. (Mark with X)		Yes	No
If yes, provide the names of the previous municipal institutions.			
F. DISCIPLINARY RECORD			
Have you been dismissed for misconduct on or after 5 July 2011? (Mark with X)		Yes	No
If Yes, Name of Municipality/Institution			
Details of Misconduct/Transgression			
Date of Termination/Finalization of Disciplinary Case			
Award/Sanction			
Did you resign from your employment on or after 5 July 2011 pending finalization of disciplinary proceedings? (Mark with X) If yes, provide details on a separate sheet		Yes	No
G. CRIMINAL RECORD			
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? (Mark with X) If yes, provide details on a separate sheet.		Yes	No
If yes, type of criminal act			
Date crime case finalised			
Outcome/Judgment			
H. REFERENCES			
Name of referee	Relationship	Tel (Office hours)	Cell phone number
I. DECLARATION			
I, herewith declare that all the information provided in this application form 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 or termination of my employment contract, if appointed.			
Signature:		Date:	