

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist the municipality in selecting suitable candidates 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. Candidates 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 municipalities with 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 position applying for	
Reference number	
Name of 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 you a South African Citizen	Yes		No	
If no, what is your Nationality?				
Work Permit Number (If any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide details below.				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 Nr.:	Expiry Date:		

C. CONTACT DETAILS

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

D. QUALIFICATIONS (Additional information may be provide on 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 provide on your CV)						
Employer (starting with 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 Municipality / Institution:						
Type of Misconduct / Transgression:						
Date of Resignation / Disciplinary case finalized:						
Award / Sanction:						
Did you resign from your job on or after 5 July 2011 pending finalization of the disciplinary proceedings? If yes, provide details on a separate sheet.					Yes	No
G. CRIMINAL RECORD						
Were you convicted of a criminal charge 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 finalized						
Outcome / Judgement						
H. REFERENCE						
Name of Referee	Relationship	Tel (Office Hours)	Cellphone Number	Email Address		
I. DECLARATION						
<i>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.</i>						
Signature:				Date:		