



APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist a 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 assist municipality with recruitment, selection and appointment of senior managers in terms of *Local Government :Municipal Systems Act,200(Act No.32 of 200)*.

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

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

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender	Male		Female	
Do you have disability?				
If yes, elaborate				
Are you South African citizen			Yes	No
If, what is your country?				
Work Permit Number (if there is any)				
Do you hold any political office in a political party, whether in a permanent, temporally or acting capacity? If yes, provide information below.				No
Political Party	Position	Expiry Date		
Do you hold a professional membership with any professional body? If yes, provide information.				No
Professional Body:	Membership Number	Expiry Date:		

C. CONTACT DETAILS

Preferred Language for correspondence?			
Telephone 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 provided on your CV)			
Name of School/Technical College	Highest Qualifications Obtained	Year obtained	
Name of Institution	Name of Qualifications	NQL Level	Year Obtained

E. WORK EXPERIENCE (Additional information may be provided 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 ever been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, name of the municipality/institution:		
Type of misconduct/Transgression		
Date of resignation/Disciplinary case finalised		
Award/Sanction		
Did you resign from your on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on 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? If yes, provide details on a separate sheet.	Yes	No
Is yes type of criminal act		
Date criminal case finalised		
Outcomes/Judgment		

H. REFERENCE				
Name of Referee	Relationship	Tel(Office hours)	Cellphone Number	E-Mail

I. DECLARATION	
<i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my acknowledge 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: