



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 must 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 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 senior managers in terms of the Local Government Systems Act, 2000 (Act No. 32 of 2000)

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

Advertised post applying for	
Reference number	
Name of Municipality	
Notice of Service	

B. PERSONAL INFORMATION

Surname										
First Names										
Date of Birth										
ID number										
Race (<i>mark with an X</i>)		<i>African</i>		<i>White</i>		<i>Coloured</i>		<i>Indian</i>		
Gender (<i>mark with an X</i>)	<i>FEMALE</i>		<i>MALE</i>		Do you have a disability?	<i>YES</i>		<i>If yes elaborate:</i>		
						<i>NO</i>				
Are you a South African Citizen?			<i>NO</i>		<i>YES</i>		If no, what is your Nationality			
And do you have a valid work Permit?								<i>NO</i>		<i>YES</i>
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes provide information below										<i>NO</i>
<i>Political Party:</i>			<i>Position:</i>			<i>Expiry date:</i>				
Do you hold a professional membership with any professional body? If yes provide information below									<i>No</i>	
Yes										
Professional body:				Membership No:			Expire Date:			

C. HOW DO WE CONTACT YOU

Preferred language for correspondence?							
Telephone number during office hours							
Preferred method for correspondence		Post		E-mail		Fax	
Correspondence contact in terms of the above:							

"re gatela pele" "we moving forward" "ons gaan vorentoe"

D. QUALIFICATIONS (additional information may be provided on your CV)

Name of School / Technical College	Highest qualification obtained	Year Obtained	
<i>Tertiary education (complete for each qualification you obtained)</i>			
Name of Institution	Name of Qualification	Year Obtained	
Name of Institution	Name of Qualification	NQF level	Year Obtained

E. WORK EXPERIENCE 5 (additional information may be provided on your CV)

Employer (including current employer)	Post held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in Local Government, indicate whether any condition exist 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 the Municipality or Institution		
Type of Misconduct/Transgression		
Date of Resignation / Disciplinary case finalised		
Award/ Sanction		
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? 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? If Yes provide details on a separate Sheet	YES	NO
If Yes type of criminal act		
Date criminal case finalised		
Outcome/ Judgement		

H. REFERENCES (please ignore if you have attached a CV with these details)

Name	Relationship	Cell Number	Tel. No. (office hours)	Email

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 knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of contract, if appointed</i>	
Signature:	Date:

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