

APPLICATION FORM FOR EMPLOYMENT

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 shall be treated with strict confidentiality and shall not be used for any other purpose that to assess the suitability of the applicant.
5. This form is designed to assist the municipality with recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

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

Advertised post applying for:	
Reference Number:	
Name of the Municipality:	
Notice service period:	

PERSONAL DETAILS

Surname:					
First Names:					
ID or Passport Number:					
Gender:	Male		Female		
Race:	African	White	Coloured	Indian	
Do you have a disability:	Yes	No	If no, elaborate		
Are you a South African Citizen?	Yes	No	If not, what is your nationality?		
			Do you have a valid work permit?	Yes	No
Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership Number	Expiry Date

CONTACT DETAILS

Telephone number during office hours:	()
Mobile phone number:	
Postal Address:	
	Code
Email Address	
Preferred language of communication	

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QUALIFICATIONS (Please elaborate on your CV)						
Highest Educational qualification obtained:						
Name of the School:			Highest Grade		Year Obtained	
Highest tertiary qualification obtained:						
Name of Institution:		Name of qualification	NQF Level		Year Obtained	
WORK EXPERIENCE (Please elaborate on your CV)						
Employer (Starting with the most recent:	Position held	From		To		Reason for Leaving
		Month	Year	Month	Year	
DISCIPLINARY RECORD						
Have you been dismissed for misconduct during the past ten (10) years?		Yes		No		
If yes, Name of Municipality/ Employer						
Type of a Misconduct/ Disciplinary case finalized/ Dismissal						
Award/ Sanction						
Have you been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary proceedings?		Yes		No		
CRIMINAL RECORD						
Have you been convicted of any criminal offence in a court of law during the past ten (10) years?		Yes		No		
If yes, type of criminal act						
Date criminal case finalized						

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Outcome/ Judgement					
REFERENCES (Please elaborate on your CV)					
Name of Referee		Relationship	Tel (Office hours)	Cellphone Number	E-mail
<p><i>I hereby declare that 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 my employment contract, if appointed.</i></p>					
Signature:		Date:			