



# Municipality SIYANCUMA Munisipaliteit

## 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 finish 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 for the applicant.
5. This form is designed to assist municipality with the 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 post applying for				
Reference number				
Notice service period				
B. PERSONAL DETAILS				
Surname				
First Name				
ID or Passport Number				
Race	African	Colored	Indian	White
Gender	Male	Female	Yes	No
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 a professional membership with any professional body? If yes, provide information below			Yes	No
Professional Body:	Membership Number:	Expiry date:		
C. CONTACT DETAILS				
Telephone number during office hours	( )			
Cell Number				
E- Mail Address				
Postal Address				Code
Preferred language of communication				

<b>D. QUALIFICATIONS (Please elaborate on your CV)</b>			
Name of School	Highest Qualification Obtained	Year Obtained	
Highest Tertiary qualification obtained	Name of qualification	NQF Level	Year Obtained
Name of institution			

<b>E. WORK EXPERIENCE (Please elaborate on your CV)</b>						
Employer (Starting with the most recent)	Post held	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:						

<b>F. DISCIPLINARY RECORD</b>		
Have you been dismissed for misconduct during the past 10 years	Yes	No
If yes, Name the Municipality/Employer		
Type of Misconduct/Transgression		
Date of Resignation/Disciplinary cases finalized		
Award/sanction		
Did you resign from your job pending finalization of the disciplinary proceedings? If yes, Provide details on a separate sheet.	Yes	No

<b>G. CRIMINAL RECORD</b>		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal case finalized		
Outcome/Judgement		

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tel (Office hours)	Cellphone Number	Email

<b>I. DECLARATION</b>	
I hereby declare that all the information provided in this application and any attachments 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: