



APPLICATION FORM FOR EMPLOYMENT

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 interview 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 than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment staff members in terms of the Municipal Systems Act, 2000 (Act No.32 of 2000)
6. By signing the application form an applicant gives the Municipality the right to process personal information

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

Advertise post applying for	
Reference number	
Notice service period	

PERSONAL DETAILS

Surname					
First Name					
ID Number					
Gender	Male		Female		
Race	African		Coloured		Indian
Do you have a disability?	Yes	No	If yes, elaborate		
Are you a South African Citizen?	Yes	No	If not, what is your nationality		
			Do you have a valid work Permit		
Do you have 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	

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 a qualification		NQF level	Year obtained	
Language Proficiency – state “good”, “fair” or poor”						
	English	Afrikaans		Xhosa		
Speak						
Read						
Write						
WORK EXPERIENCE (please elaborate on your CV)						
Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	
DISCIPLINARY RECORD						
Have you been dismissed for misconducted during the past ten (10) years?				Yes		No
If yes, Name of Municipality/ Employer						
Type of Misconduct/ Transgression						
Date of Resignation/ Disciplinary case finalised/ Dismissal						
Award/ Sanction						
Have you been accused of an alleged misconduct and resigned from your job pending finalisation 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 finalised						
Outcome/ Judgement						
REFERENCES (please elaborate on your CV)						
Name of Referee	Relationship	Tel (office hours)	Cell phone Number	Email		
OTHER						
Are you in the possession of a valid driver's license? If Yes, specify Code.			Yes	Code:	No	
Do you have another income or business?			Yes		No	
Does this company do business with the Municipality?			Yes		No	
Do you have any family members that are employed by Stellenbosch Municipality			Yes		No	
If yes, please provide details						

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 my employment contract, if appointed.</i>	
Signature:	Date: