



APPLICATION FOR EMPLOYMENT

TERMS AND CONDITIONS

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 the municipality to expedite recruitment and selection processes.
4. All information received will be treated with strict confidentiality, applying POPIA regulations 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 staff and 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 names			
Date of birth			
Identity number			
Race (Compulsory for EEA purposes)	African	White	Coloured
Gender		Female	Male
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 any political office in a political party, whether in a permanent, temporary 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 below			No
Professional Body:	Membership Number:	Expiry date:	

C. HOW DO WE CONTACT YOU

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Whatsapp	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 qualification obtained	Year obtained	
Name of institution	Name of qualification	NQF Level	Year obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)							
Employer (starting with the most recent)	Position	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Local Government, indicate whether any condition exists that prevents your re-appointment						Yes	No
If yes, Provide the name of the previous employing department							

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of Municipality/ Institution		
Type of a misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalized		
Award/ sanction		
Did you resign from your job on or before 5 July 2011 pending finalization 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 finalized		
Outcome/ Judgement		

H. REFERENCES				
Name of Referee	Relationship	Tel. No. (office hours)	Cellphone Number	Email

I. DECLARATION	
<p><i>I declare that all the information provided in this application and including 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 disqualified or termination of my employment contract if I am appointed.</i></p>	
SIGNATURE:	DATE: