



## **APPLICATION FOR EMPLOYMENT**

### **TERMS AND CONDITIONS**

1. The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised position.
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 other 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 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 municipal staff in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and related Local Government: Municipal Staff Regulations.

### **A. DETAILS OF ADVERTISED POST**

Advertised post applied for			
Notice service period			
Do you have the required qualification for the position?	Yes	No	

### **B. PERSONAL DETAILS**

Surname				
First names				
Physical Address				
Province				
Do you have driver's license?	Yes	No		
If yes, what code?				
ID or Passport Number				
Race (Mark with X)	African	Coloured	Indian	White
Gender (Mark with X)	Female	Male		
Do you have a disability? (Mark with X)	Yes	No		
If yes, elaborate				
Are you a South African citizen?	Yes	No		
If no, what is your Nationality?				
Work permit number if applicable				

Do you hold a professional membership with any professional body? If yes provide information below.	Yes	No	
Professional Body	Membership No.	Expiry date	
<b>C. CONTACT DETAILS</b>			
Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence (Mark with X)	Post	E-Mail	Fax
Email address			
<b>D. QUALIFICATIONS</b> (Additional information may be provided in your CV)			
Is your experience relevant to the position?	Yes	No	
How many years of relevant experience do you have?			
Name of School/ Technical College	Highest Qualification obtained	Year obtained	
Name of Tertiary Institution	Qualification obtained	NQF Level	Year Obtained
<b>E. WORK EXPERIENCE</b> (Additional information may be provided in your CV)			
Employer	Period of service	Reason for leaving	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment. (Mark with X)	Yes	No	
If yes, provide the names of the previous municipal institutions.			
<b>F. DISCIPLINARY RECORD</b>			
Have you been dismissed for misconduct during the past ten (10) years?	Yes	No	
If Yes, Name of Municipality/Institution			
Details of Misconduct/Transgression			
Date of Termination/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	
<b>G. CRIMINAL RECORD</b>				
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 crime case finalised				
Outcome/Judgment				
<b>H. REFERENCES</b>				
Name of referee	Relationship	Tel (Office hours)	Cell phone number	E-Mail
<b>I. DECLARATION</b>				
I, herewith declare that all the information provided in this application form 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.				
<b>Signature:</b>		<b>Date:</b>		