**LEKWA-TEEMANE LOCAL MUNICIPALITY
“NW396”**

 **ANNEXURE C**

**APPLICATION 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 furnish additional information that will assist**

 **municipalities 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 recruitment, selection and appointment of senior**

 **managers in terms of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000)**

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| **A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)** |
| **Advertised post applying for** |  |
| **Reference number** |  |
| **Notice service period** |  |
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| **B. PERSONAL DETAILS** |
| **Surname** |  |
| **First names** |  |
| **ID number or Passport number** |  |
| **Race** | **African** | **Coloured** | **Indian** | **White** |
| **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.** | **Yes** | **No** |
| **Political Party:**  | **Position:**  | **Expiry date:**  |
| **Do you hold a professional membership with any** **professional body?** **If yes, provide information below.** | **Yes** | **No** |
| **Professional body:** | **Membership number:**  | **Expiry date:**  |

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| **C. CONTACT DETAILS** |
| **Preferred language for correspondence** |  |
| **Telephone number during office hours** |  |
| **Preferred method of correspondence****(Mark with an X)** | **Post** | **E-mail** | **Fax** |
| **Correspondence contact details** **(in terms of above)** |  |

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| **D. QUALIFICATIONS (Additional information may be provided on your CV)** |
| **Name of School / Technical College** | **Highest qualification obtained** | **Year obtained** |
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| **Name of Institution** | **Name of qualification** | **NQF Level** | **Year obtained** |
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| **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** |
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| **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:** |  |

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| **F. DISCIPLINARY RECORD** |
| **Have you been dismissed for misconduct on or after 5 July 2011?** | **Yes** | **No** |
| **If yes, Name the Municipality/Institution:** |
| **Type of Misconduct / Transgression** |  |
| **Date of resignation / Disciplinary case finalized** |  |
| **Award / Sanction** |  |
| **Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.**  | **Yes** | **No** |

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| **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** |  |

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| **H. REFERENCE** |
| **Name of Referee** | **Relationship**  | **Tel. (office hours)** | **Cell number** | **E-mail** |
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| **I. DECLARATION** |
| ***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.***  |
| **Signature** | **Date** |