



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 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 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 municipality to expedite recruitment and selection process.
4. All information received will be treated strictly 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 municipality with the recruitment, selection and appointment of candidates for an advertised post in terms of Municipal Systems Act, 2000 (Act No. 32 of 2000).

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

Advertised position	
Reference Number/Post Level	
Name of Municipality	
Notice service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender	Female		Male	
Do you have 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 (<i>applicable to senior management positions only</i>)	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:	

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)			

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of Institution	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF level	Year Obtained

E. WORK EXPERIENCE (Additional may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason from leaving
		Year	Month	Year	Month	
If you were previously employed in Local Government, indicate whether any condition exists that prevent your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality:						

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 Misconduct/ Transgression		
Date of resignation/ Disciplinary case finilised		
Award/ sanction		
Did you resign from your job on or after 5 July 2011 pending finilisation of the disciplinary proceddings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD		
Where you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide the details on a separate sheet.	Yes	No
If yes, type of criminal act:		
Date criminal case finilised		
Outcome/ Judgment		

H. REFERENCE				
Name of reference	Relationship	Tel (office hours)	Cellphone Numbe	Email

I. 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: