



KAROO HOOGLAND MUNICIPALITEIT MUNICIPALITY

'n Amalgamasie van Fraserburg, Sutherland, Williston & omliggende landelike gebiede
An amalgamation of Fraserburg, Sutherland, Williston and surrounding rural areas

PO Box 165 / 02 Mulder Street
WILLISTON, 8920
t. 053 285 0998 // f. N/A
e. hr@karoohoogland.gov.za
www.karoohoogland.gov.za

NAVRAE: Mr.MC KENNEDY
ENQUIRIES:

VERW.NR.: 9.3.R
REF. NO.:

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 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 the municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000) DETAILS OF THE ADVERTISED POST (as reflected in the advert)

BESONDERHEDE VAN DIE GEADVERTEERDE POS/DETAILS OF ADVERTISED POST

Position applied for/Pos waarvoor aansoek gedoen word	
Reference number/Verwysing nommer	
Earliest date you can assume duty/Vroegste datum waarop u diens kan aanvaar	

PERSONAL PARTICULARS/PERSOONLIKE BESONDERHEDE

Surname/Van							
First Names/Voorname							
Identity Number/ Identiteitsnommer							
Gender/Geslag		Male/Manlik		Female/Vroulik			
Race/Ras		African	Wit	Kleurling	Indiër		
Do you hold a valid driver's licence? (state code)/ Beskik u oor 'n geldige bestuurslisensie (meld kode asseblief)							
Have you ever been convicted of a criminal offence or dismissed from employment? / Is u al ooit skuldig bevind aan 'n kriminele oortreding of ontslaan uit diens? Indien wel, meld besonderhede asseblief.							
Do you have a disability? / Het u 'n gestremdheid?		Yes/Ja	No/Nee	Are you a South African citizen? / Indien wel, meld besonderhede:			
Are you a South African citizen? If no, state nationality. / Is u 'n Suid Afrikaanse Burger? Indien nie, meld u Nasionaliteit.		Yes/Ja	No/Nee	If no, state nationality:/Indien nie, meld nasionaliteit:			



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CONTACT DETAILS/KONTAK BESONDERHEDE

Telephone number during business hours:/ Telefoon nommer gedurende besigheids ure	()
Cell phone Number/ Selfoon nommer	
Postal Address/ Pos Adres	
	Code/ Kode:
Email Address/ Epos adres	
Preferred Communication /Voorkeur taal vir kommunikasie	

KWALIFIKASIES (PLEASE COMPLETE IN FULL)

Highest School qualification obtained /Hoogste opvoedkundige kwalifikasie behaal		
Name of School/ Naam van Skool	Highest Grade/ Hoogste Graad	Year obtained/ Jaar behaal

QUALIFICATIONS/KWALIFIKASIES (PLEASE COMPLETE IN FULL):

Highest tertiary qualification obtained/Hoogste Kwalifikasie bekom:			
Name of Institution	Name of Qualification	NQF Level	Year Obtained

WORK EXPERIENCE/WERKSONDERVINDING (PLEASE COMPLETE IN FULL)

Employer/Werkgewer(Start with the latest)	Position/Pos	From/Vanaf		To/Tot		Reason for leaving/Termination
		Mnth	Year	Mnth	Year	



NAVRAE:
ENQUIRIES:

MR. MC KENNEDY

VERW.NR.:
REF. NO.:

9.3.R

DISCIPLINARY RECORD / DISSIPLINÊRE REKORD

Have you been dismissed for misconduct during the past ten (10) years?	YES/JA		NO/NEE	
Name of Municipality / Employer				
Type of Misconduct / Transgression				
Date of Resignation / Disciplinary Case Finalised / Dismissal				
Award / Sanction				
Have you been accused of alleged misconduct and resigning from your job pending finalisation of disciplinary proceedings?	YES/JA		NO/NEE	

CRIMINAL RECORD / KRIMINELE REKORD

Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	YES/JA		NO/NEE	
If Yes type of criminal act?				
Date Criminal Case finalised				
Outcome/Judgement				

REFERENCES/VERWYSINGS (PLEASE COMPLETE IN FULL)

Naam en Van/Name Surname	Verwantskap/Relationship	Tel. (business hours/besigheids ure)	Cell phone number/Selfoon nommer	E-mail/E-pos address

DECLARATION/VERKLARING

I hereby declare that all information provided in this application and any supporting attachments is, to the best of my knowledge, true and correct. I understand that any misrepresentation of my candidature or falsification of information may lead to my disqualification or termination of my employment contract, should I be appointed.

Hiermee verklaar ek dat alle inligting wat in hierdie aansoek verskaf word en enige aanhangsels ter ondersteuning daarvan, na die beste van my wete waar en korrek is. Ek begryp dat enige wanvoorstelling van my kandidatuur of vervalsing van inligting kan lei tot my diskwalifikasie of beëindiging van my dienskontrak, indien ek aangestel sou word.

Signature/Handtekening:	Date/Datum:
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NAVRAE:
ENQUIRIES: MR. MC. KENNEDY

VERW.NR.:
REF. NO.: 9.3.R

Reference Checking Consent & Authorization Form

Read carefully and completely before signing.

SECTION 1 – CONSENT

I have applied for employment with the Karoo Hoogland Local Municipality and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Karoo Hoogland Local Municipality, whether the information is positive or negative.

I authorize the Karoo Hoogland Local Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Karoo Hoogland Local Municipality from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Karoo Hoogland Local Municipality.

This form may be photocopied or reproduced as an email or facsimile, and these copies will be as effective as a release or consent as the original which I sign.

SECTION – SIGNATURE

Applicant Name:		
Applicant Signature:		Date: