THABA CHWEU LOCAL MUNICIPALITY

APPLICATION FOR EMPLOYMENT FORM

WHAT IS THE PURPOSE OF THIS FORM	A. THE ADVERTISE POST	
To assist the municipality in selecting a person for an advertised post.	Position for which you are applying (as advertised)	Department where the position was advertised
This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.	Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in the municipality.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 – All information will be treated with confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the municipality to comply with the employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5 – Applicants with substantial qualifications or work experience must attach a CV.

B. PERSONAL INFORMATION

Surname				
First Names				
Date of Birth				
ID number [2]				

Race [3]	African	White	Coloured	Indian
Gender [3]			FEMALE	MALE
Do you have a disability? [3]			YES	NO
Are you a South African Citizen?			YES	NO
If no, what is your Nationality?				
And do you have a valid work permit?			YES	NO
Have you ever been convicted of a criminal offence or been dismissed from employment?[4]			YES	NO
If your profession or occupation requires State or official registration, provide date and particulars of registration.				

C. HOW DO WE CONTACT YOU

Preferred language for correspondence?			
Telephone number during office hours	( )		
Preferred method for correspondence	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. LANGUAGE PROFICIENCY – state 'good", 'fair' or 'poor'

	Language (specified)				
Speak					
Read					
Write					

E. QUALIFICATION5 (please ignore if you have attached a CV with these details

Name of School / Technical College	Highest qualification obtained	Year Obtained
Tertiary education (complete for qualification you obtained)		
Name of Institution	Name of Qualification	Year Obtained

Currently study (institution and qualification)

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)

Employer (including current employer)	Post held	From		To		Reason for Leaving
		MM	YY	MM	YY	

If you were previously employed in Thaba Chweu Municipality, indicate whether any condition exists that prevents your re-employment		YES	NO
If yes, provide the name of the previous positions department			

G. REFERENCES (please ignore if you have attached a CV with these details)

Name	Relationship to you	Tel. No. (office hours)

DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointment.

Signature	Date

FOR OFFICE USE ONLY

Appointed as: _____   From: _____

Salary Scale: _____   Notch: _____

Remarks: _____

_____

Appointment recommended / not recommended: _____ Date: _____

Appointment approved: Head of Department: _____ Date: _____

Municipal Manager: _____ Date: _____

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