



Application Form for Employment

<p>PURPOSE OF THE FORM: To assist the District Municipality in selecting a person for an advertised post.</p> <p>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.</p> <p>ADDITIONAL NOTES 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.</p> <p>Candidates who are selected for interviews information received will be verified (address, criminal record, qualification and references)</p> <p>SPECIAL NOTES</p> <p>1 – All information will be treated with the strictest confidentiality and will not be disclosed 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 must correspond with the details in your ID or passport.</p> <p>2 – Passport number in the case of non-South Africans.</p> <p>3 – This information is required to enable the District Municipality to comply with the Employment Equity Act, 1998.</p> <p>4 – This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 – Applicants must attach a detailed CV and certified copies of qualifications</p>	A. THE ADVERTISED POST				
	Position for which you are applying (as advertised)			Department where the position is required	
	Post Level (as stated in the advert)			If you are offered the position, when can you start OR how much notice should you give your current employer?	
	B. PERSONAL INFORMATION				
	Surname				
	First Names				
	Date of Birth				
	ID Number				
	Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	Gender			<i>FEMALE</i>	<i>MALE</i>
Do you have a disability?			<i>YES</i>	<i>NO</i>	
If yes, state the nature of disability					
Are you a South African Citizen?			<i>YES</i>	<i>NO</i>	
If no, what is your Nationality?					
And do you have a valid work Permit?			<i>YES</i>	<i>NO</i>	
Have you ever been convicted of a criminal offence			<i>YES</i>	<i>NO</i>	
If your profession or occupation requires State or official registration, provide membership number and particulars of registration					
Driver's License		Yes	No	Code	
C. HOW DO WE CONTACT YOU					
Preferred language for correspondence?					
Telephone number during office hours					
Postal Address					
Residential Address					



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D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
Languages (specify)						
Speak						
Read						
Write						

E. QUALIFICATIONS		
Name of School / Technical College	Highest qualification obtained	Year obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of the Institution	Name of Qualification	Year Obtained

F. WORK EXPERIENCE						
Employer (including current employer)	Position held	From		To		Reason for leaving
		MM	YY	MM	YY	

G. MISCONDUCT			STATE REASON
Have you ever been suspended from duty	Yes	No	
Have you ever resigned prior to the finalization of a disciplinary hearing?	Yes	No	
Have you ever been dismissed from duty	Yes	No	

Additional Information:

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

<i>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 appointed.</i>	
Signature: _____	Date: _____