



APPLICATION FOR EMPLOYMENT

AE01



TERMS AND CONDITIONS

1. The purpose of this form is to assist the 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. A full CV with certified copies of all certificates and identity documents are to accompany this form.
3. Candidates shortlisted for interviews may be screened and/or requested to furnish additional information that will assist the Municipality 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.

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

Advertised post applying for:	
Notice Number:	
Name of the Municipality	
Notice Service Period (Notice to be served at your current employer)	

B. PERSONAL DETAILS

Surname			
First Names			
ID or Passport number			
Driver's License	Yes	No	If Yes, Code?
Gender	Male	Female	(Mark with an X)
Race	African	White	Coloured Indian (Mark with an X)
Do you have a disability?	Yes	No	If Yes elaborate
Are you a South African Citizen?	Yes	No	If not, what is your nationality?
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	

C. CONTACT DETAILS

Telephone Number (Office Hours)		
Mobile Phone Number		
Physical Address	Code	
Postal Address	Code	
Email Address		
Preferred language of communication		



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D. QUALIFICATIONS (please elaborate on CV)

Highest Tertiary Qualification obtained

Name of Institution	Name of Qualification	NQF level	Year Obtained

Highest educational qualification obtained

Name of the School	Highest Grade	Year Obtained

E. WORK EXPERIENCE (Please elaborate on CV)

Employer: (starting with most recent)	Post Held	From		To		Reason for leaving
		Month	Year	Month	Year	

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 previous employing municipality

F. DISCIPLINARY RECORD

Have you ever 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 finalised		
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.		

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 finalised		
Outcome/judgement		



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H. REFERENCES (Please elaborate on CV)

Name of Reference	Relationship	Tel (Office Hours)	Cellphone Number	Email

I. TRAVEL CLAIM (Should you be called for an interview)

Will you be required to travel, should you be invited for an interview?

Yes

No

If Yes, Travelling from?

Please bring proof of banking details to your interview, in order to be refunded for your travel.

Mode of Travel (ie Car, Bus, Taxi, Plane etc)

Make

Capacity

If traveling by car, provide the following:

Type

Fuel Type

Sedan/Station
Wagon

Light Delivery Vehicle

MPV/SUV

4X4 LDV

Petrol

Diesel

Travelling by Car will be reimbursed according to the Department of Transport Rates. All other modes of travel can only be paid with submission of a valid Invoice. Should the cost of travel by other means exceed travel by car, the lesser amount will be paid.

J. DECLARATION

I hereby declare that 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 of my candidature or falsification of information may lead to my disqualification or termination of my employment contract, if appointed.

Signature:	Date:
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