

ANNEXURE C

APPLICATION FORM FOR EMPLOYMENT OF SENIOR MANAGERS IN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT NO.32 OF 2000).

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 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 municipality to expedite recruitment and selection processes.
4. All information received will be treated with 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 senior managers in terms of the local Government: Municipal Systems Act, 2000 (Act No.32 of 2000).

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

Advertised post applying for	
Reference number	
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 a 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.		Yes	No				
Political Party:		Position:					
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 numbers during office hours							
Preferred method for correspondence (mark with an x)	Post	email	Fax				
Correspondence contact details (In terms of the above)							
D. QUALIFICATIONS (Additional information may be provided on your CV)							
Name of school / Technical College		Highest qualification Obtained		Year Obtained			
Name of institution		Name of Qualification		NQF level		Year obtained	
E. WORK EXPERIENCE (Additional information may be provided on your CV)							
Employer(starting with The most recent)	Position	From		To		Reason for leaving	
		MM	YY	MM	YY		
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 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 a 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?		Yes		No
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?		Yes		No
If yes, provide details on a separate sheet.				
If yes, type of criminal act				
Date criminal case finalised				
Outcome / Judgement				
H. REFERENCE				
Name of referee	Relationship	Tel (office hours)	Cellphone Number	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:	