



APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The application form is designed to assist Nyandeni Local Municipality to select suitable candidates for any advertised position.
2. This form must be completed in full, accurately and legible. All substantial information relevant to a candidate must be provided in this form. Any additional information must be provided in a CV.
3. Additional information may be requested to shortlisted candidates to assist the municipality.

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

Position for which you are applying for (as advertised)	
Reference Number	
Name of the Municipality	
Notice of service period	

B. PERSONAL DETAILS

Surname							
First Name(s)							
ID No.							
Race	African		Coloured		Indian		White
Gender	Female				Male		
Do you have Disability?							
If yes Elaborate							

Do you hold any professional membership with any professional body? If yes provide information

Professional Body	Membership Number		Expiry date	/	/	No	
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C. CONTACT DETAILS

Preferred language for correspondence			
Telephone during office hours			
Preferred method correspondence (Mark with an X)	Post	Email	Fax
Correspondence contact details (in terms of the above)			

D. QUALIFICATION (additional information must be provided in your CV)				
Name of attended/ Technical College		Highest Qualification obtained		Year Obtained
Name of Tertiary Institution		Name of Qualification		Year Obtained
E. WORK EXPERIENCE (additional information must be provided in your CV)				
Employer (starting with current or most recent)	Position	From		Reasons for leaving
		Month	Year	
F. DISCIPLINARY RECORD				
Have you ever been dismissed for misconduct after July 2011?			Yes	No
If yes, Name of the institution				
Type of misconduct / Transgression				
Date of resignation/ Disciplinary hearing finalized				
Award/ Sanction				
Did you ever resign from or on or after July 2011 pending the finalization of the of the disciplinary proceeding if yes provide a details on a separate sheet				
Yes		NO		
G. CRIMINAL RECORD				
Were you ever convicted of criminal offence involving financial misconduct, fraud or corruption on or after July 2011? If Yes, provide detail on a separate sheet			Yes	No.
If yes, type of criminal act				
Date of criminal case finalized				
Outcomes/ Judgement				
H. REFERENCE				
Name of reference	Relationship	Tel.(Office Hours)	Cellphone	Email
I. DECLARATION				
I, hereby declare that all information provided in this application and any attachment 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.				
Signature:		Date:		