

RUSTENBURG LOCAL MUNICIPALITY

APPLICATION FOR VACANT POSITION

NOTE:

1. Mark the envelope "Vacancy" and address it to:

The Municipal Manager, P O Box 16, Rustenburg, 0300

2. Certified copies of Identity document, educational certificates, driver's licence (if applicable), certificates of service and testimonials must be attached. **(All the original certificates and documents shall be submitted by the successful applicant on commencement of service)**

NO DOCUMENTS OR CERTIFICATES WILL BE RETURNED TO APPLICANTS

3. This form must be completed by the applicant personally.

SURNAME: _____

FULL NAMES: _____

RESIDENTIAL ADDRESS: _____

POSTAL CODE: _____ **TEL NO: CODE** _____ **NO:** _____

POSTAL ADDRESS: _____

POSTAL CODE: _____ **TEL NO: CODE:** _____ **NO:** _____

WORK ADDRESS: _____

POSTAL CODE: _____ **TEL NO: CODE:** _____ **NO:** _____

SPECIFY POSITION WHICH IS APPLIED FOR IN ACCORDANCE WITH ADVERTISED VACANCIES:

DIRECTORATE:

PLEASE COMPLETE PARTS A TO D AND MARK WITH A "X" WHEREVER APPLICABLE:

A. PERSONAL DETAILS (FOR RECORD PURPOSES ONLY)

1. Date of Birth: _____ 2. Age _____

3. Are you a S.A. Citizen?

YES

NO

4. SEX AND MARITAL STATUS

4.1

MALE

FEMALE

4.2

SINGLE

MARRIED

DIVORCED

WIDOWED

5. DETAIL OF CHILDREN

5.1

MALE

AGE:

MALE

AGE:

MALE

AGE:

MALE

AGE:

5.2

FEMALE

AGE:

FEMALE

AGE:

FEMALE

AGE:

FEMALE

AGE:

6. Identity Number:

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7. Are you in possession of a valid driver's licence(s)?

Yes, I have a licence

No licence

If yes, specify code:

Light:

(Code 8 / B / EB)

Heavy:

(Code 10/11/ C1/ C / EC1)

Extra Heavy

(Code 14 / EC)

A CERTIFIED COPY OF YOUR DRIVER'S LICENCE/S MUST BE ATTACHED

8. Have you ever been dismissed from any employment?

Yes

No

8.1 State Particulars: _____

9. Details of condition of health and physical defects: _____

B. TRAINING AND QUALIFICATIONS

1. SCHOOL EDUCATION

1.1 Highest standard passed: _____ 1.2 Year passed _____

1.3 Name of school _____

1.4 If you passed Gr 12, did you pass Higher Grade or Standard Grade

1.5 Subjects passed and symbols obtained (Please indicate subjects passed on higher grade with (HG):

1.5.1 _____ 1.5.2 _____

1.5.3 _____ 1.5.4 _____

1.5.5 _____ 1.5.6 _____

2. APPRENTICESHIP (QUALIFIED ARTISAN):

2.1 Are you a qualified artisan? YES NO

2.1 Type of Artisanship qualified for:

2.2 Organisation / company where apprenticeship was completed:

2.3 Period of apprenticeship: From: _____ to _____

3. POST SCHOOL EDUCATION

3.1 Name of educational institution 3.2 Certificates, Diplomas, Degrees 3.3 Date completed

3.1.1 _____

3.1.2 _____

3.1.3 _____

3.2 Subjects: State eg. Economics 1, Psychology II: **3.3 Main subjects:**

_____ 3.3.1 _____

_____ 3.3.2 _____

_____ 3.3.3 _____

3.4 Are you at present engaged in further study? Yes No

3.4.1 Name of educational institution: 3.4.2 Course 3.4.3 Date started

3.4.4 Subjects already completed: **3.4.5 Subjects at present engaged in:**

4. APPLICABLE COURSES COMPLETED:

4.1 Name of course: 4.2 Organisation where course was completed: 4.3 Period of course: Days Months

4.1.1 _____

4.1.2 _____

4.1.3 _____

C. EXPERIENCE									
1(a) Name of Employer	Post held	From			To			Period	
		DD	MM	YY	DD	MM	YY	Y	M
1.1 _____	_____	____	____	____	____	____	____	____	____
1.2 _____	_____	____	____	____	____	____	____	____	____
1.3 _____	_____	____	____	____	____	____	____	____	____
1.4 _____	_____	____	____	____	____	____	____	____	____
1.5 _____	_____	____	____	____	____	____	____	____	____
1(b) Reasons for termination of service regarding the above-mentioned posts:									
1.1 _____					1.4 _____				
1.2 _____					1.5 _____				
1.3 _____									
2. Details of current employer and occupation:									
2.1 Name of employer: _____									
2.2 Address of employer: _____									
2.3 Your present occupation title: _____									
2.4 Salary and fringe benefits:									
Your present basic salary per annum: R _____						Bonus R _____ /a			
2.5 Present incremental date: _____			Vehicle/Transport Allowance		Housing/Home Owners Allowance		Pension Fund	Provident Fund	
Medical Fund		Vacation Leave _____ days per year			Present period of notice: _____				
3. Applicable duties at this stage: _____									
4. Are you prepared to accept appointment on the commencing notch of the scale?									
								Yes	No
4.1 If not, state notch R _____									
D. IF YOU ARE NOT CONTACTED WITHIN TWELVE WEEKS AFTER THE CLOSING DATE FOR APPLICATIONS, YOU MUST REGARD YOUR APPLICATION AS UNSUCCESSFUL, UNLESS AFTER THAT PERIOD SPECIFICALLY INFORMED TO THE CONTRARY.									
E. DECLARATION BY APPLICANT									
1. I certify herewith that the above particulars are to the best of my knowledge true and correct.									
2. I regard the completion of the application form as an offer to commence duty with the Rustenburg Local Municipality, subject to the Conditions of Employment and all applicable policies of the Rustenburg Local Municipality.									
3. I waive all transport and subsistence payments if I should be appointed and not accept such appointment.									
_____ SIGNATURE OF APPLICANT					_____ DATE				