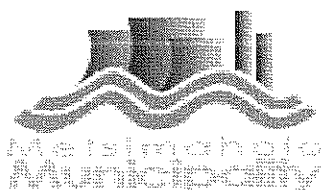


# GENERAL WORKERS



APPLICATION NUMBER

## MUNICIPAL STAFF REGULATIONS ANNEXURE B APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist the Metsimaholo Local Municipality in selecting suitable candidates for the 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 the Metsimaholo Local Municipality to expedite recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist the Metsimaholo Local Municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

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

Advertised post applying for	
Reference number	
Name of the Municipality	
Notice service period	

### PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Gender	Male		Female	
Race	African	White	Coloured	Indian
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 have a valid work Permit?	Yes

Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership Number	Expiry date

<b>CONTACT DETAILS</b>					
Telephone number during office hours			(      )		
Mobile phone number					
Postal address					
				Ward No:	
				Postal Code:	
Email Address					
Preferred language of communication					

<b>QUALIFICATIONS</b> (please elaborate on your CV)					
Highest educational qualification obtained					
Name of the School			Highest Grade		Year Obtained
Highest tertiary qualification obtained					
Name of Institution		Name of a qualification	NQF level	Year Obtained	

<b>WORK EXPERIENCE</b> (please elaborate on your CV)						
Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

<b>DISCIPLINARY RECORD</b>			
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No
If yes, Name of Municipality/ Employer			
Type of a Misconduct/ Transgression			
Date of Resignation/ Disciplinary case finalised/Dismissal			
Award/ sanction			
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes		No

<b>CRIMINAL RECORD</b>			
Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes		No
If yes, type of criminal act			
Date criminal case finalised			
Outcome/ Judgment			

REFERENCES (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

<b>DECLARATION</b>	
<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: