



## APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist Ngwathe 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 municipalities 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 Municipality with 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					
<b>PERSONAL DETAILS</b>					
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      No
Do you hold a professional membership with and professional body?	Yes	No	Name of Professional body		Membership Number      Expiry Date

<b>CONTACT DETAILS</b>					
Telephone number during office hours	(   )				
Mobile number					
Postal Address					
					Code
Email Address					
Preferred language of Communication					

<b>QUALIFICATION (Please elaborate on your cv)</b>			
Highest educational qualification obtained			
Name of the School	Highest Grade	Year Obtained	
Highest tertiary qualification obtained			
Name of Institution	Name of qualification	NQF Level	Year Obtained

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

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

<b>CRIMINAL RECORD</b>

Have you been convicted of any criminal offence in a court of law	Yes		No	
If yes, type of criminal act				
Date case finalised				
Outcome/ Judgement				

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

DECLARATION	
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.	
Signature:	Date: