



KOUKAMMA MUNICIPALITY

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITION

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 finish additional information that will assist municipalities 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 design to assist municipality with the recruitment, selection and appointment of senior managers in terms of the *Local Government: Municipal System 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 name				
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.				
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes, provide information below				
Yes				
Professional Body:	Membership Number:		Expiry date:	

C. CONTACT DETAILS			
Preferred language for Correspondence?			
Telephone number during Office hours			
Preferred method for Correspondence (Mark with An X)	Post	E-mail	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 Institute	Name of Qualification	Year Level	Year Obtained

E. POST SCHOOL EDUCATION (Additional Information may be provided on your CV)			
Name of Institution	Qualification	NQF Level	Year Obtained

F. WORK EXPERIENCE (Additional information may provide in 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						

G. DISCIPLINARY RECORDS		
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 finalized		
Award/Sanction		
Did you resign from your job on or after 5 July 2011 pending Finalization of the disciplinary proceedings? If yes provide details On a separate sheet.	Yes	No

H. CRIMINAL RECORDS		
Were you convicted of a criminal offence involving financial Misconduct, fraud or corruption on or after 5 July 2011? If yes provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal case finalized		
Outcome/Judgment		

I. REFERENCE				
Name of Reference	Relationship	Tel (office hours)	Cellphone	Email

J. DECLARATION	
<p><i>I hereby declare that all the information provided in this application and any attachments in support therefore is to the best of my knowledge true and correct. I understand or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.</i></p>	
Signature:	Date: