



**APPLICATION FORM FOR EMPLOYMENT**

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 interview 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 the recruitment, selection and appointment staff members in terms of the Municipal Systems Act, 2000 (Act No.32 of 2000)
6. By signing the application form an applicant gives the Municipality the right to process personal information

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

Advertise post applying for	
Reference number	
Notice service period	

**PERSONAL DETAILS**

Surname								
First Name								
ID Number								
Gender	Male			Female				
Race	African		Coloured		White		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					
Do you have a professional membership with any professional body?	Yes	No	Name of professional body		Membership Number	Expiry date		

**CONTACT DETAILS**

Telephone number during office hours	(    )
Mobile phone number	
Postal address	
	Code:
Email address	

**QUALIFICATIONS (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>Language Proficiency – state “good”, “fair” or poor”</b>						
	<b>English</b>	<b>Afrikaans</b>			<b>Xhosa</b>	
<b>Speak</b>						
<b>Read</b>						
<b>Write</b>						
<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>DISCIPLINARY RECORD</b>						
Have you been dismissed for misconducted during the past ten (10) years?			Yes		No	
If yes, Name of Municipality/ Employer						
Type of 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/ Judgement						
<b>REFERENCES (please elaborate on your CV)</b>						
Name of Referee	Relationship	Tel (office hours)		Cell phone 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:		