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Ref: Application form of employment in UDM

APPLICATION FOR EMPLOYMENT

A. DETAILS OF THE ADVERTISED POST (AS REFLECTED IN THE ADVERTISEMENT)

Post applied for

Post Reference number

Department (in which post is based)

Closing date for applications

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TERMS AND CONDITIONS

- 1 The purpose of this form is to assist the municipality in selecting suitable candidates for the advertised post
- 2 This form must be completed in full, accurately and legibly. All substantial information relevant must be provided on 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 municipality to expedite recruitment, selection and screening processes
- 4 All information received will be treated with strict confidentiality and will not be used for any other purpose than to assess the suitability of the candidate for the position applied
- 5 This form is designed to assist the municipality with recruitment, selection and appointment of employee(s) in terms of UDM Recruitment policy, and or including Senior Managers in terms of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended as well as in terms of associated regulations and the relevant municipal policies
- 6 Signing of this form binds the applicant to these terms and conditions, the relevant legislative requirements and the applicable regulations as well as relevant municipal policies on recruitment of staff (copies of these policies will be made available on request)

B. PERSONAL INFORMATION

SURNAME

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|--|----------------|---------|--|-------|
| FIRST NAMES | | | | |
| IDENTITY OR PASSPORT NUMBER (attach a certified copy) | | | | |
| RACE (For statistical purpose) | African | Colored | Indian | White |
| GENDER | Male | Female | | |
| Do you have a disability? | Yes | No | If <u>YES</u> , elaborate | |
| Are you a SA Citizen | YES | NO | If <u>NO</u> , 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? <u>If yes</u> , provide information below. | | | | |
| Political party: | Position: | | Expiry Date: | |
| Do you hold a professional membership with any professional body? <u>If yes</u> , provide information below | | | | |
| Professional Body: | Membership No: | | Expiry Date: | |

C. CONTACT DETAILS

| | | | |
|--|------|-------|-----|
| Preferred language for correspondence | | | |
| Telephone number during office hours | | | |
| Preferred method for correspondence (mark with X) | Post | email | fax |
| Correspondence contact details (in terms of above) | | | |

D. EDUCATIONAL QUALIFICATIONS (ADDITIONAL INFORMATION MAY BE PROVIDED ON YOUR CV)

| Name of School / Technical College | | | |
|------------------------------------|-----------------------|-----------|---------------|
| Highest Qualification obtained | | | |
| Year obtained | | | |
| Name of institution | Name of qualification | NQF level | Year obtained |
| | | | |
| | | | |
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E. WORK EXPERIENCE (ADDITIONAL INFORMATION MAY BE PROVIDED ON YOU CV)

| Employer (Starting with the most recent) | Position | From | | To | | Reason for leaving | |
|---|----------|------|----|----|----|--------------------|----|
| | | MM | YY | MM | YY | | |
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| If you were previously employed in Local Government indicate whether any condition exists that prevents your re-employment: | | | | | | YES | NO |
| If <u>YES</u> , provide the name of the previous employing municipality | | | | | | | |

F. DISCIPLINARY RECORD

| | | |
|---|-----|----|
| Have you been dismissed for misconduct | Yes | No |
| If <u>YES</u> , Name of Municipality /Institution | | |
| Type of 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 disciplinary proceedings? If <u>YES</u> , provide details on a separate sheet. | Yes | No |

G. CRIMINAL RECORD

| | | |
|--|-----|----|
| Were you convicted of a criminal offence involving financial misconduct, fraud or corruption? If yes, provide details on a separate sheet. | Yes | No |
| If <u>YES</u> , type of criminal act | | |
| Date criminal case finalized | | |
| Outcome / Judgment | | |

H. REFERENCE

| NAME OF REFREEE | RELATIONSHIP | TELEPHONE (office hours) | CELL PHONE | EMAIL |
|-----------------|--------------|--------------------------|------------|-------|
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I. 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