



APPLICATION FORM FOR EMPLOYMENT – OTHER STAFF

TERMS AND CONDITIONS

The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.

1. *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.*
2. *Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.*
3. *All information received will be treated with strictly confidentiality and will not be used for any other purposes than to assess the suitability of the applicant*
4. *This form is designed to assist municipality with the recruitment, selection, and appointment of staff members in terms of the Local Government: 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 Municipality	
Notice service period	

PERSONAL DETAILS

Surname			
First Names			
ID or Passport Number			
Gender	Female		Male
Race	African	Coloured	Indian
			White
Do you have a disability	Yes	No	
If yes, elaborate			
Are you a South African citizen?	Yes	No	
If no, what is your nationality?			
Do you have a valid work permit?	Yes	No	
Do you hold any professional membership with any professional body?	Yes	No	
Name of professional body:	Membership Number:	Expiry date:	

CONTACT DETAILS

Telephone number during office hours	()
Mobile number	
Postal Address	
	Code:
Email address	
Preferred language for communication	

QUALIFICATIONS (Additional information may be provided on your CV)						
Highest educational qualification obtained						
Name of school		Highest grade		Year Obtained		
Highest tertiary qualification obtained	Name of qualification	NQF level		Year obtained		
WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Post held	From		To	Reason for leaving	
		Month	Year	Month	Year	
DISCIPLINARY RECORDS						
Have you been dismissed for misconduct during the past 10 years?		Yes			No	
If yes, Name of the Municipality/Employer						
Type of a misconduct/ Transgression						
Date of resignation/ Disciplinary case finalized/Dismissal						
Award/ sanction						
Have you ever been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?		Yes			No	
CRIMINAL RECORD						
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 finalized						
Outcome/ Judgement						
REFERENCES (please elaborate on your CV)						
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email		
I.DECLARATION						
<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:				