



## APPLICATION FORM FOR EMPLOYMENT - SENIOR MANAGERS

### 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 senior managers in terms of the Local Government: Municipal Systems 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 Names				
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, please provide information below.				Yes/No
Political Party:	Position:		Expiry date:	
Do you hold any professional membership with any professional body? If yes, provide information below Yes				Yes/No
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 above)			

D. 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			
E. WORK EXPERIENCE (Additional information may be provided on 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							
F. DISCIPLINARY RECORDS							
Have you ever been dismissed for misconduct on or after 5 July 2011?				Yes		No	
If yes, Name of the 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	
G. CRIMINAL RECORD							
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/ Judgement							
H. REFERENCE							
Name of Reference	Relationship	Tel (office hours)	Cellphone Number		Email		
I.DECLARATION							
<p><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></p>							
Signature:				Date:			