|  |
| --- |
| **C:\Users\naidoore\Documents\logos + Cllr pics\LOGOS\KC LOGO.jpg ANNEXURE C** |
| **APPLICATION FORM FOR EMPLOYMENT** |

|  |  |
| --- | --- |
| **TERMS AND CONDITIONS** | |
| **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 furnish 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 designated 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 apply for |  |
| Reference Number |  |
| Name of Municipality |  |
| Notice Service Period |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B. PERSONAL DETAILS** | | | | | |
| Surname |  | | | | |
| First Names |  | | | | |
| Identity 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 any professional membership with any professional body? If yes, provide information below: | | | | |  |
| Professional Body | Membership Number | | Expiry Date: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **C. CONTACT DETAILS** | | | |
| Preferred language for correspondence |  | | |
| Telephone number during office hours |  | | |
| Preferred method for correspondence (mark with 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 RECORD** | | | |
| Have you been dismissed for misconduct on or after 5 July 2011? | | Yes | No |
| If yes, 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 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 finalised |  | | |
| Outcome / Judgment |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **H. REFERENCE** | | | | |
| Name of Referee | Relationship | Tel (office hours) | Cellphone Number | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **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:** |