

# Blue Crane Route Municipality

## Application form for Employment



### TERMS AND CONDITIONS

1. Complete form in own handwriting with a black pen.
2. A separate application form is required should you apply for more than one position.
3. This form must be completed in full.
4. All information relevant to a candidate must be provided in this form.
5. Any additional information may be provided on the Curriculum Vitae (CV).
6. Certified copies of relevant educational qualification/certificates should be attached.
7. Incomplete or incorrect information could disqualify an applicant.
8. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipality to expedite recruitment and selection processes.
9. All information received will be treated with strict confidentiality and will not be used for any other purpose other than to assess the suitability of the applicant.
10. This form is designed to assist the municipality with the recruitment, selection and appointment of employees.

#### A. DETAILS OF THE ADVERTISED POST (As reflected in the advertisement)

Advertised post applying for	
Reference Number	
Notice service period	
Personnel No (Internal Candidates)	

#### B. PERSONAL DETAILS

Surname			
First Names			
ID or Passport Number			
Race (African; Coloured; Indian; White)			
Gender	Female		Male
Do you have disability?			
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 a professional membership with any professional body? If yes, provide information below			
Professional body:	Membership Number	Expiry date	

#### C. CONTACT DETAILS

Preferred correspondence language			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	Email	Fax
Correspondence contact details			

<b>D. QUALIFICATIONS (Additional information may be provided on your CV)</b>			
Name of School	Highest Qualification Obtained	Year obtained	
Name of Tertiary Institution	Name of Qualification	NQF Level	Year obtained

<b>E. WORK EXPERIENCE (Additional information may be obtained on your CV)</b>						
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						

<b>F. DISCIPLINARY RECORDS</b>		
Have you been dismissed for misconduct?	Yes	No
If yes, Name of Municipality/Institution		
Type of a Misconduct/Transgression		
Date of resignation/Disciplinary case finalised		
Award/sanction		
Did you resign from your job pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

<b>G. CRIMINAL RECORD</b>		
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/judgement		

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tel (Office hrs)	Cellphone	Email

<b>I. 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>	
<b>Signature:</b>	<b>Date:</b>