



## APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. All important information relevant to a candidate must be provided in this form - This form must be completed in full, accurately and legibly.
3. Any additional information may be provided on the CV.
4. Candidates shortlisted for interviews may be requested to furnish additional information to assist municipalities in expediting recruitment and selection processes.
5. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the applicant's suitability.

|                                            |  |
|--------------------------------------------|--|
| Advertised post applying for               |  |
| Reference number                           |  |
| Name of the Department                     |  |
| Notice service period                      |  |
| Are you an Internal or External Candidate? |  |

### PERSONAL DETAILS

|                                                                   |         |       |                                   |                   |                     |
|-------------------------------------------------------------------|---------|-------|-----------------------------------|-------------------|---------------------|
| Surname                                                           |         |       |                                   |                   |                     |
| First Names                                                       |         |       |                                   |                   |                     |
| ID or Passport Number                                             |         |       |                                   |                   |                     |
| Gender                                                            | Male    |       | Female                            |                   | Prefer not to state |
| Race                                                              | African | White | Coloured                          |                   | Indian              |
| Do you have a disability?                                         | Yes     | No    | If yes, elaborate                 |                   |                     |
| Are you a South African Citizen?                                  | Yes     | No    | If not, what is your nationality? |                   |                     |
|                                                                   |         |       | Do you have a valid work Permit?  | Yes               | No                  |
| Do you hold a professional membership with any professional body? | Yes     | No    | Name of the professional body     | Membership Number | Expiry date         |

### CONTACT DETAILS

|                                      |          |
|--------------------------------------|----------|
| Telephone number during office hours | (      ) |
| Mobile phone number                  |          |
| Postal address                       |          |
|                                      | Code:    |
| Email Address                        |          |
| Preferred language of communication  |          |

### QUALIFICATIONS (please elaborate on your CV)

|                                                |                         |               |               |
|------------------------------------------------|-------------------------|---------------|---------------|
| The highest educational qualification obtained |                         |               |               |
| Name of the School                             | Highest Grade           | Year Obtained |               |
|                                                |                         |               |               |
| The highest tertiary qualification obtained    |                         |               |               |
| Name of Institution                            | Name of a qualification | NQF level     | Year Obtained |
|                                                |                         |               |               |
|                                                |                         |               |               |
|                                                |                         |               |               |
|                                                |                         |               |               |
|                                                |                         |               |               |
|                                                |                         |               |               |
|                                                |                         |               |               |

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| <b>WORK EXPERIENCE (please elaborate on your CV)</b> |           |       |      |       |      |                    |
|------------------------------------------------------|-----------|-------|------|-------|------|--------------------|
| Employer (starting with the most recent)             | Post held | From  |      | To    |      | Reason for leaving |
|                                                      |           | Month | Year | Month | Year |                    |
|                                                      |           |       |      |       |      |                    |
|                                                      |           |       |      |       |      |                    |
|                                                      |           |       |      |       |      |                    |
|                                                      |           |       |      |       |      |                    |
|                                                      |           |       |      |       |      |                    |

| <b>DISCIPLINARY RECORD</b>                                                                                              |     |  |    |
|-------------------------------------------------------------------------------------------------------------------------|-----|--|----|
| Have you been dismissed for misconduct during the past ten (10) years?                                                  | Yes |  | No |
| If yes, Name of Municipality/ Employer                                                                                  |     |  |    |
| Type of a Misconduct/ Transgression                                                                                     |     |  |    |
| Date of Resignation/ Disciplinary case finalised/Dismissal                                                              |     |  |    |
| Award/ sanction                                                                                                         |     |  |    |
| Have you been accused of alleged misconduct and resigned from your job pending finalising the disciplinary proceedings? | Yes |  | No |

| <b>CRIMINAL RECORD</b>                                                                            |     |  |    |
|---------------------------------------------------------------------------------------------------|-----|--|----|
| 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 finalised                                                                      |     |  |    |
| Outcome/ Judgment                                                                                 |     |  |    |

| <b>DISCLOSURE</b>                                                                                                          |     |  |    |
|----------------------------------------------------------------------------------------------------------------------------|-----|--|----|
| Do you have any relatives or friends (father, mother, son, daughter, brother or sister) currently working for the Council? | Yes |  | No |
| If yes, please provide details of the relationship                                                                         |     |  |    |

| <b>REFERENCES (please elaborate on your CV)</b> |              |                    |                  |       |
|-------------------------------------------------|--------------|--------------------|------------------|-------|
| Name of Referee                                 | Relationship | Tel (office hours) | Cellphone Number | Email |
|                                                 |              |                    |                  |       |
|                                                 |              |                    |                  |       |
|                                                 |              |                    |                  |       |

| <b>DECLARATION</b>                                                                                                                                                                                                                                                                                                                |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <i>I hereby declare that all the information provided in this application and any attachments in support thereof are true and correct to the best of my knowledge. I understand that misrepresentation or failure to disclose information may lead to disqualification or termination of my employment contract if appointed.</i> |             |
| Signature: _____                                                                                                                                                                                                                                                                                                                  | Date: _____ |

**FAILURE TO ATTACH THE CV AND REQUIRED DOCUMENTS WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED.**

**FOR OFFICIAL USE ONLY:**

Mr./Ms ..... has been appointed with effect from .....  
 on notch ..... (R.....p.a.) of salary group .....  
 (R..... to R.....p.a).

HEAD OF DEPARTMENT \_\_\_\_\_ DATE : \_\_\_\_\_