



Umvoti Municipality

APPLICATION FORM FOR EMPLOYMENT (SENIOR MANAGERS)

INSTRUCTIONS

- 1 The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised pos.
- 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, which must accompany this form.
- 3 Candidates shortlisted for interviews may be requested to furnish additional information that will assist the municipality in expediting recruitment and selection processes.
- 4 All information supplied will be treated with strict confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
- 5 This form is designed to assist the 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 period with current employer: |

B: PERSONAL DETAILS

| | | | | |
|---|--------------------|--------------|-----------------------|--------|
| Surname | | | Initials | |
| First Names | | | ID or Passport Number | |
| Race Group | African | Coloured | Indian | White |
| Gender | | | Male | Female |
| Do you have a disability? | | | Yes | No |
| If yes, please elaborate | | | | |
| Are you a South African citizen? | | | Yes | No |
| If no, what is your nationality? | | | | |
| Work Permit Number (if available) | | | | |
| Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below. | | | Yes | No |
| Political party: | Position: | Expiry Date: | | |
| Do you hold membership with a professional body? If | | | 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 | Email | Fax |
| Correspondence contact details (with reference to above) | | | |

| D: QUALIFICATIONS (Additional information may be provided on your CV) | | | |
|--|--------------------------------|-----------|---------------|
| Name of School/College | Highest Qualification obtained | | Year obtained |
| Name of Institution | Qualification title | NQF Level | Year obtained |
| | | | |
| | | | |
| | | | |
| | | | |

| E: WORK EXPERIENCE (Additional information may be provided on your CV) | | | | | | | |
|---|-------------------|------|----|----|----|--------------------|----|
| Employer (starting with current/most recent) | Position occupied | 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, please 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 the municipality/institution | | |
| Type/category of misconduct or transgression | | |
| Date of disciplinary case finalized/resignation | | |
| Award/sanction | | |
| Did you resign from your job on or after 5 July 2011? 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, category or type of criminal act | | |
| Date criminal case finalised | | |
| Outcome/judgement | | |

| H: JOB REFERENCES | | | | |
|--------------------------|--------------|-----------------------|----------|-------|
| Name of referee | Relationship | Tell No. (Office Hrs) | Cell No. | Email |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| I: DECLARATION | |
|--|--|
| <i>I hereby declare that all 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, should I be appointed</i> | |

| | |
|-----------|------|
| Signature | Date |
|-----------|------|