



ANNEXURE C

APPLICATION FORM FOR EMPLOYMENT OF SENIOR MANAGER IN TERMS OF GOVERNMENT GAZETTE NO. 37245 OF 17 JANUARY 2014

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 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									
Language Proficiency	Afrikaans			English			Other.....		
	Good	Average	Poor	Good	Average	Poor	Good	Average	Poor
Read/Speak/Write									
Read/Speak/Write									
Read/Speak/Write									
Drivers Licenses	Yes			No:			Code:		

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 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.								No	
Political Party:	Position:				Expiry date:				
Do you hold a professional membership with any professional body? If yes, provide information below								No	
Yes									

Professional Body:	Membership Number:	Expiry date:
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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	
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 a Misconduct / Transgression		
Date of Resignation / Disciplinary case finalised		
Award / sanction		
Did you resign from your job on or after 5 July 2011 pending finalisation 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 / Judgement		

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

I. DECLARATION	
<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>	
Signature:	Date: