

uMNGENI MUNICIPALITY

All correspondence to be
Addressed to Municipal Manager.

Our Ref.:

Your Ref.:



P.O. Box 5
Howick 3290
Kwazulu-Natal
Telephone – (033) 239-9200
Fax No – (033) 3304183
e-mail : manager@umngeni.co.za

APPLICATION FOR EMPLOYMENT

I hereby apply for:
Vacancy

Department:

_____ Salary Grade _____

Personal Details:

Surname:

Full Names:

Identity No.:

Residential Address:

Telephone No. (Bus)

_____ (Home) _____

Nationality:

Health

Indicate state of health, whether good, fair or poor

Give details of any serious operation, illness or disability

.....

.....

Qualifications

Last school attended Standard passed

University/College Degree/Diploma

Professional qualifications

Trade qualifications

Shorthand w.p.m. Typing w.p.m.

Do you hold a vehicle driver's license? Code

Is it endorsed?

Detail any other course of study or training

Detail your qualifications and experience for the above position as concisely as possible. If necessary attach a separate statement.

General

Have you ever been convicted of a criminal offence?

Have you ever been dismissed or requested to resign from employment

Have you ever been declared insolvent?

Comments on the above if any

Proficiency in languages (state whether good / fair / poor / nil)

Languages	SPEAK	READ	WRITE
English			
IsiZulu			

Previous Employment Details

Present Employer

From to..... Position held.....

Present basic salary R Allowances

Period of notice required by present employer

Details of previous positions held:

Employer	Position	Duration		Reason for Leaving
		From	To	

Give names, addresses and telephone numbers of at least two referees

Name	Address	Occupation	Tel No. home	Tel No. Work

Name of Pension Fund contributed to in last 12 months.....

Is the Pension Fund an associated institution pension fund?

I certify that the answers to the questions set out above are correct in every detail. I understand and accept that any incorrectness in any of the details supplied will render me, if appointed, liable to the instant termination of my appointment and consequent dismissal without notice irrespective of any conditions of service or employment.

SIGNATURE: **DATE:**

The uMngeni Municipality subscribes to Affirmative Action and to the practice of equal employment. If you have not received a response within 14 days of the specified closing date your application has not been successful.