

Chief Albert Luthuli Municipality



The transparent, innovative and developmental municipality that improves the quality of life of its people

APPLICATION FORM FOR EMPLOYMENT

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 in 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 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 service period	

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 you 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.					Yes		No
Political Party:	Position:			Expiry date:			
Do you hold a professional membership with any professional body? If yes, provide information below.					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		E-mail		Fax		
Correspondence contact details (in terms of above)							

D. QUALIFICATIONS (Additional information may be provided in 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 in your CV)						
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						

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 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	Telephone number (office hours)	Cellphone number	E-mail address

I. DECLARATION	
<p><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></p>	
Signature	Date

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DECLARATION OF CONFIDENTIALITY BY THE SELECTION PANEL MEMBER

INTERVIEWS FOR THE ADVERTISED POST OF
(Name of the advertised post)

Date: dd/mm/yyyy

I,
hereby declare that I have read the provisions of regulation 10 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers ((hereinafter referred to as "the Regulations").

I hereby further declare that -

- (a) I have no personal interest in any of the interviewed candidates;
- (b) I do not have any relationship whatsoever with the interviewed candidates;
- (c) I am not indebted to any of the interviewed candidates or vice versa;
- (d) my participation in these interviews will not in any way constitute a conflict of interest or undue influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
- (e) I will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews;
- (f) all the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Council.

Signed at on this day of 2014.

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Signature: Selection Committee Member

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Signature: Selection Committee Chairperson