



CITY POWER
APPLICATION FORM FOR
EMPLOYMENT

June 2022



APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

The purpose of this form is to assist City Power in selecting suitable candidates for an advertised post.

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.

Candidates shortlisted for interviews may be requested to furnish additional information that will assist City Power to expedite recruitment and selection processes.

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.

This form is designed to assist City Power 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 | | | | |
| Notice service period | None | 1 month | 2 months | Other (specify) |
| | | | | |

B. PERSONAL DETAILS

| | | | | |
|----------------------------------|---------|---------|--------|-------|
| Surname | | | | |
| First Names | | | | |
| ID Number/SAP No. | | | | |
| Race | African | Colored | Indian | White |
| Gender | | | Female | Male |
| Do you have a disability? | | | Yes | No |
| If yes, elaborate | | | | |
| Are you a South African citizen? | | | Yes | No |

C. CONTACT DETAILS

| | |
|------------------|--|
| Email address | |
| Telephone Number | |

| | |
|---------------|--|
| Mobile Number | |
|---------------|--|

| | | | | |
|-------------------------------------|-------|-----------|---------------|------------------|
| Physical Address | | | | |
| Preferred method for correspondence | Email | Telephone | Mobile Number | Physical Address |

D. QUALIFICATIONS (Please attach certified qualifications certificate. Additional information may be provided on your CV)

HIGHEST QUALIFICATION OBTAINED

| Name of institution | Name of Qualification | Qualification Type (e.g., Diploma, Certificate, Degree, Honours, Masters, PhD etc.) and NQF Level | Year Obtained |
|---------------------|-----------------------|---|---------------|
| | | | |
| | | | |

OTHER QUALIFICATIONS OBTAINED

| Name of institution | Name of Qualification | Qualification Type (e.g., Diploma, Certificate, Degree, Honours, Masters, PhD etc.) and NQF Level | Year Obtained |
|---------------------|-----------------------|---|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

E. WORK EXPERIENCE (Additional information may be provided on your CV)

| Employer | Position | From | To | | |
|----------|----------|------|----|--|--|
| | | | | | |

| (starting with most recent) | | MM | YY | MM | YY | Number of Months | Specific reason for leaving (this could include resignation, dismissal, retrenchment, retirement or other. If other, please specify) |
|-----------------------------|--|----|----|----|----|------------------|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | | | | | | |
|--|--|--|--|--|--|-----|----|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Were you previously employed in Local, Provincial and/or National Government: | | | | | | Yes | No |
| If you were previously employed in Local, Provincial and National Government, indicate whether any condition exists that prevents re-employment: | | | | | | Yes | No |
| If yes, provide the name of the previous employing institution: | | | | | | | |

F. STATUTORY PROFESSIONAL BODY REGISTRATION:

Do you hold a professional membership with any professional body? If yes, provide information below:

| Professional Body | Membership Number | Expiry date |
|-------------------|-------------------|-------------|
| | | |
| | | |
| | | |
| | | |

G. DISCIPLINARY RECORD

| | | | | |
|---|--------------|--------------------|------------------|-------|
| Have you been dismissed for misconduct | Yes | No | | |
| If yes, Name of Institution: | | | | |
| Type of Misconduct/Transgression | | | | |
| Date of Disciplinary case finalized | | | | |
| Did you resign from your job pending finalization of the disciplinary proceedings? This includes notified investigations, suspensions, charges disciplinary hearing or other. If yes, provide specific details on a separate sheet. | Yes | No | | |
| H. 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 | | | | |
| I. REFERENCE | | | | |
| Name of Referee | Relationship | Tel (office hours) | Cellphone Number | Email |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| J. 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: | |