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**MTUBATUBA LOCAL MUNICIPALITY**

**APPLICATION FORM FOR EMPLOYMENT**

**SENIOR MANAGERS**

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| TERMS AND CONDITIONS   1. The purpose of this form is to assist the 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 a CV. 3. Candidate shortlisted for interviews may be requested to furnish additional information that will assist the municipality to expedite the recruitment and selection process. 4. All information received will be treated 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 the municipality with recruitment and selection of senior managers in terns of Local Government: Municipal Systems Act. 2000 (Act No. 32 of 2000) |

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| A. DETAILS OF THE ADVERTISED POST (as reflected in the advert) | |
| **Advertised post applying for** |  |
| **Reference Number** |  |
| **Name of Municipality** |  |
| **Notice service Period** |  |

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| B. PERSONAL DETAILS | | | | | | | | | |
| SURNAME | |  | | | | | | | |
| FIRST NAMES | |  | | | | | | | |
| ID or PASSPORT NUMBER | |  | | | | | | | |
| Race | | African | | Colored | | | Indian | White | |
| Gender | | | | | | | Female | Male | |
| Do you have 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 political party, whether in a permanent or 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, provided. | | | | | | Yes | | | No |
| Professional Body: | | | Membership Number | | Expiry Date: | | | | |

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| C.Contact Details | | | | |
| Preferred Language for this  correspondence |  | | | |
| Telephone number during  Office hours |  | | | |
| Preferred method of response  (Mark with X) | | Post | E-mail | Fax |
| Correspondence contact details (in terms of the above) | | | | |
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| D.QUALIFICATIONS (additional information may be provided on your cv) | | | |
| Name of School and Technical Collage | Highest qualification Obtained | Year Obtained | |
|  |  |  | |
| Name of institution | Name of Qualification | NQF Level: | Year Obtained: |
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| E.Work experience (Additional Information may be provided on your cv) | | | | | | | |
| Employer (starting with most recent) | | Position | From | | To | | Reason for leaving |
| MM | YY | MM | YY |
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|  | |  |  |  |  |  |  |
| If you were previously employed in local Government, indicate whether any condition exists that prevents your re-employment: | | | | | | Yes | No |
| If YES, provide name of the previous employing municipality |  | | | | | | |

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| F. DISCIPLINARY RECORD | | | | | | |
| Have you been dismissed for misconduct of or after 5July 2011? | | YES | | | | NO |
| If yes, Name of the Municipality/Institution: | |  | | | |  |
| Type of a misconduct/Transgression | |  | | | |  |
| Date of resignation/Disciplinary case finalized | |  | | | |  |
| Award/sanction | |  | | | |  |
| Did you resign from your job on or after 5 July 2011 pending the finalization off the disciplinary proceedings? If YES, provide details on a separate sheet. | | | | YES | | NO |
| G. CRIMINAL RECORD | | | | | | |
| Were you convicted of criminal offence involving financial misconduct, fraud, or corruption on or after July 2011? If YES, provide details on a clean sheet. | | | YES | | NO | |
| If YES, type criminal act |  | | | | | |
| Date criminal act finalised |  | | | | | |
| Outcome/Judgement |  | | | | | |

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| H. REFERENCE | | | | |
| Name of reference | Relationship | Tel(Office hours) | Cellphone Number | Email |
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| I.DECLARATION | |
| I hereby declare that all information provided in this application and any other attachments in support thereof is to the best of my knowledge true and correct. I understand that any misinterpretation or failure to disclose any information may lead to disqualification or termination of contract, if appointed | |
| Signature: | Date: |