

**APPLICATION FOR EMPLOYMENT**

**SENIOR MANAGERS**

**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 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 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).
 |

|  |
| --- |
| 1. **DETAILS OF THE ADVERTISED POST (as reflected in the advert)**
 |
| Advertised post applying for |  |
| Reference number |  |
| Name of municipality |  |
| Notice service period |  |
|  |
| 1. **PERSONAL DETAILS**
 |
| Surname |  |
| First Names |  |
| ID of 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. |  | No |
| Political Party: | Position: |  | Expiry date: |  |
| Do you hold a professional membership with any professional body? If yes, provide information in following column. | **Yes**Professional body:Membership number:Expiry date: | **No** |
| 1. **CONTACT DETAILS**
 |
| Preferred language for correspondence? |  |
| Telephone number during office hours |  |
| Preferred method for correspondence (mark with x) | Post | Email | Fax |
| Correspondence contact details (in terms of the above preferred method) |  |
| 1. **QUALIFICATIONS (additional information may be provided on your CV)**
 |
| Name of school/Technical College | Highest Qualification | Year obtained |
|  |  |  |
| Name of institution | Name of Qualification | NQF level | Year obtained |
|  |
|  |

|  |
| --- |
| 1. **WORK EXPERIENCE (additional information may be provided in your CV)**
 |
| Employer (starting with 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: |  |

|  |
| --- |
| 1. **DISCIPLINARY RECORDS**
 |
| Have you been dismissed for criminal on or after 5 July 2011 | **Yes** | **No** |
| If Yes , name of the municipality or institution |  |
| Type of misconduct or 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 paper.  | **Yes** | **No** |
| 1. **CRIMINAL RECORD**
 |
| Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes please provide details on a separate sheet.  | **Yes** | **No** |
|  |
| If yes, type of criminal act  |  |
| Date criminal case finalised |  |
| Outcome / judgement |  |
|  |  |

|  |
| --- |
| 1. **REFERENCES**
 |
| **Name of referee** | **Relationship** | **Tel [Office hours]** | **Cellphone number** | **Email**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **DECLARATION**
 |
| ***I hereby declare that all information provided in this application and any attachments in support thereof it’s to the best of my knowledge true and correct. I understand that nay misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract if appointed.***  |
| **Signature** | **Date** |