



**City of
Matlosana**

APPLICATION FORM FOR EMPLOYMENT

PURPOSE OF THIS FORM

- 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 the CV, which must accompany this form.
- 3 Candidates shortlisted for interviews may be requested to furnish additional information that will assist the municipality in expediting recruitment and selection processes.
- 4 All information supplied 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 suitable candidates including managers in terms of *the Local Government: Municipal Systems Act, 2000 (Act NO. 32 of 2000)*.
- 6 All selections must be marked with an X.

A: DETAILS OF THE ADVERTISED POST (as reflected in the advertisement)

<i>Advertised post applying for</i>	<i>Reference number (as stated in the advert)</i>
<i>Directorate where the position was advertised</i>	<i>Notice period with current employer</i>

B: PERSONAL DETAILS

Surname					Initials															
First Names				ID/Passport Number																
Race Group	African	Coloured	Indian	White	Gender		Female	Male												
Do you have a disability	Yes	No	If yes, please elaborate																	
Are you a South African citizen	Yes	No	If no, what is your Nationality																	
Work Permit Number (if available)				Are you an office bearer of any Political Party, If yes, provide information below.					Yes	No										
Name of Political Party				Position					Expiry Date											
Are you registered with any professional body	Yes	No	Membership number					Expiry date												
Name of the professional Body																				

C: CONTACT DETAILS

Preferred language for correspondence?			Telephone number (during office hours)		
Preferred method for correspondence (mark with an X)	Post		Email		Fax
Correspondence contact details (with reference to above)					

D: QUALIFICATIONS (ignore if information is provided on your CV)				
Name of School/ College		Highest Qualification obtained		Year obtained
<i>Tertiary education (complete for each qualification you obtained)</i>				
Name of Institution	Qualification title		NQF Level	Year obtained

E: WORK EXPERIENCE (ignore if information is provided on your CV)							
Employer (starting with current/ most recent)	Position occupied	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, please 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 the municipality/ institution		
Type/category of misconduct or transgression					
Date of disciplinary case finalised/resignation					
Award/Sanction					
Did you resign from your job on or after 5 July 2011? 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, category or type of criminal act			
Date criminal case finalised			
Outcome/Judgement			

H: JOB REFERENCES (ignore if information is provided on your CV)				
Name and Surname	Relationship	Telephone number	Cellphone number	Email

I: DECLARATION
<i>I hereby declare that all 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 should I be appointed.</i>

Signature:	Date:
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