

# BIG 5 HLABISA MUNICIPALITY



## APPLICATION FORM FOR EMPLOYMENT FOR SECTION 57 MANAGERS

### 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. Candidate 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 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 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			Male	Female
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African Citizen?			Yes	No
Work permit number if any				
Did 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	Expiry date:	

### C. CONTACT DETAILS

Preferred language for correspondence?				
Telephone number during office hours				
Preferred method for correspondence (Mark with an X)				
Correspondence contact details (in terms of above)	Post	e-mail	Fax	

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

Name of School / Technical College	Highest Qualification Obtained	Year obtained
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Name of Institution	Name of Qualification	NQF Level	Year Obtained

**E. WORK EXPERIENCE (additional information may be provided on 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, indicates whether any condition exists that prevents your re-employment. Yes No

If yes, provide the name of the previous employing municipality

**F. DISCIPLINARY RECORDS**

Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of Municipality		
Type of misconduct / Transgression		
Date of resignation / Disciplinary case finalised		
Award / sanctions		
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary hearing? If yes, provide details on a separate sheet.		

**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	TEL (OFFICE HOURS)	CELL PHONE NUMBER	E-MAIL ADDRESS

**I. DECLARATION**

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 contract, if appointed.	
SIGNATURE	DATE: