



**UMGUNGUNDOVU DISTRICT MUNICIPALITY**

**APPLICATION FORM FOR EMPLOYMENT FOR SENIOR MANAGERS**

**TERMS AND CONDITIONS**

1. The purpose of this form is to assist a municipality 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 an interview may be requested to furnish additional information that will assist the municipality 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 (Act No: 32 of 2000).

<b>A. DETAILS OF THE ADVERTISED POST</b> (as reflected in the advert)				
Advertised post applying for				
Name of Municipality				
Notice service period				
<b>B. Personal Details</b>				
Surname				
First Names				
ID or 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 or acting capacity? If yes provide information below.			
Political Party		Position	Expiry date
Do you hold any a professional membership with any professional body? If yes provide information			No
Yes			
Professional Body:	Membership Number:	Expiry date	

<b>C. Contact Details</b>			
Preferred Language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	Email	Fax
Correspondence contact details			
<b>D. Qualifications (Additional information may be provided on your CV.)</b>			
Name of school / Technical College	Highest Qualification obtained		Year obtained
Name of Institution	Name of Qualification	NQF Level	Year obtained

<b>E. WORK EXPERIENCE (Additional information may be provided on your CV)</b>						
Employer (starting with most recent)	Position	From MM	YY	To MM	YY	Reason for leaving
If you were previously employed in Local Government, indicate whether any conditions exist that prevent your re-employment					Yes	No
If yes, provide the name of the previous employing municipality:						

<b>F. DISCIPLINARY RECORD</b>		
Have you ever been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes , Name of Municipality / Institution		
Type of a Misconduct / Transgression		
Date of Resignation		
Award / sanction		
Did you resign from your job on or after 5 July pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

<b>G. CRIMINAL RECORD</b>		
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		

<b>H. REFERENCE</b>				
Name of referee	Relationship	Tel (office hours)	Cell phone Number	Email

<b>I. DECLARATION</b>	
<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, if appointed.</i>	
<b>Signature:</b>	<b>Date:</b>