

APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for a 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 shall be treated with strict confidentiality and shall 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 staff members in terms of Municipal Systems Act, 2000 (Act no. 32 of 2000)

DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of Municipality	
Notice serving period	

PERSONAL DETAILS

Surname					
First Names					
ID or Passport Number					
Gender	Male		Female		
Race	African	White	Colored	Indian	
Do you have a disability?	Yes	No	If yes, elaborate		
Are you a South African Citizen?	Yes	No	If not, what is your nationality?		
			Do you have a valid work Permit?	Yes	No
Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership number	Expiry date

ANNEXURE C

CONTACT DETAILS	
Telephone number during office hours	()
Mobile phone number	
Postal address	
	Code
Email address	
Preferred language of communication	

QUALIFICATIONS (please elaborate on CV)		
Highest educational qualification obtained		
Name of school	Highest grade passed	Year

Highest tertiary qualification obtained			
Name of Institution	Name of qualification	NQF level	Year Obtained

Work experience (please elaborate on CV)								
Employer (Starting with most recent)	Post held	From		To		Reason for leaving	Name of reporting supervisor	Contact details of reporting supervisor
		Month	Year	Month	Year			

DISCIPLINARY RECORD				
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes, Name of Municipality/Employer				
Type of misconduct/Transgression				
Date of resignation/Disciplinary case finalized/Dismissal				
Award/Sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary procedure?	Yes		No	
CRIMINAL RECORD				
Have you been convicted of any criminal offence in court or law during the past ten (10) years?	Yes		No	
If yes, type of criminal act				
Date criminal case finalised				
Outcome/ Judgement				
REFERENCES (pleas elaborate on CV)				
Name of referee	Relationship	Tel (office hours)	Cellphone number	Email address
DECLARATION				
<p>I _____ hereby declare that all information provided in this application or any attachments in support hereof is to the best of my acknowledge true and accurate. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification of termination of my employment contract, if appointed.</p> <p>I herewith consent to undergo screening, vetting and medical testing if required.</p>				
Signature:			Date:	