



**“People’s power in action”**

**APPLICATION FORM FOR EMPLOYMENT**

**TERMS AND CONDITIONS**

1. This form aims 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).

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

<b>Advertised post applying for</b>	
<b>Ward No.</b>	
<b>Name of Municipality</b>	
<b>Notice service period</b>	

**PERSONAL DETAILS**

<b>Surname</b>				
<b>First Names</b>				
<b>ID or Passport Number</b>				
<b>Race</b>	<b>African</b>	<b>Coloured</b>	<b>Indian</b>	<b>White</b>
<b>Gender</b>			<b>Female</b>	<b>Male</b>
<b>Do you have a disability?</b>			<b>Yes</b>	<b>No</b>
<b>If yes, elaborate</b>				
<b>Are you a South African citizen?</b>			<b>Yes</b>	<b>No</b>
<b>If no, what is your Nationality?</b>				
<b>Do you have a valid work Permit?</b>			<b>Yes</b>	<b>No</b>
<b>Do you hold a professional membership with any professional body? If yes, provide the information below</b>			<b>Yes</b>	<b>No</b>
<b>Name of Professional Body:</b>	<b>Membership Number:</b>	<b>Expiry date:</b>		

CONTACT DETAILS	
Telephone number during office hours	(       )
Mobile Number	
Postal Address	
	Code:
Email Address	
Preferred language of communication	

QUALIFICATIONS (Additional information may be provided on your CV)			
Highest educational qualification Obtained			
Name of the School	Highest Grade	Year Obtained	
Highest tertiary qualification obtained			
Name of Institution	Name of Qualification	NQF Level	Year Obtained

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, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality:						

DISCIPLINARY RECORD				
Have you been dismissed for misconduct during the past ten (10) years?			Yes	No
If yes, Name of Municipality/Employer:				
Type of a Misconduct/ Transgression				
Date of Resignation/ Disciplinary case finalised/Dismissal				
Award/Sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?			Yes	No

<b>CRIMINAL RECORD</b>		
<b>Have you been convicted of any criminal offence in a court of law during the past ten (10) years?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, type of criminal act</b>		
<b>Date criminal case finalised</b>		
<b>Outcome/ Judgment</b>		

<b>REFERENCES (please elaborate on your CV)</b>				
<b>Name of Referee</b>	<b>Relationship</b>	<b>Tel (office hours)</b>	<b>Cellphone Number</b>	<b>Email</b>

<b>I. DECLARATION AND CONSENT</b>	
<p>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 employment contract if appointed.</p> <p>Further to the above, I give permission for reference checks and security screening to be conducted on my application. I also give permission to the municipality to share information provided on this application with the recruitment personnel or any party dealing with my application.</p>	
<b>Signature:</b>	<b>Date:</b>