



**APPLICATION FORM FOR EMPLOYMENT**

**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. 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 strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.

<b>A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)</b>				
Advertised post applying for				
Reference Number				
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 9if any):				
Do you hold any political office in a political office in a political party, whether in permanent, temporary or acting capacity? If yes, provide information below				

Political Party:		Position:		Expiry date		
Do you hold a professional membership with any professional body? If yes provide information below					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	E-mail	Fax		
Correspondence Contact Details (in terms of the above)						
<b>D. QAULIFICATIONS (Additional information may be provided on your CV)</b>						
Name of school/ Technical college		Highest Qualification 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 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						
<b>F. DISCIPLINARY RECORD</b>						
Have you been dismissed for misconduct on or after 5 July 2011?				Yes		
If yes, Name of Municipality / Institution:						
Type of a Misconduct/ Transgression						
Date of Resignation / Disciplinary case finalized						
Award / sanction						

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Did you resign from your job on or after 05 July 2011 pending finalization 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 finalized				
Outcome / judgment				
<b>REFERENCE</b>				
<b>Name of reference</b>	<b>Relationship</b>	<b>Tel (office hours)</b>	<b>Cellphone Number</b>	<b>Email</b>

<b>I. REFERENCE</b>	
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.	
Signature:	Date:

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