



APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist the 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 the municipality 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 the municipality with recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act no 32 of 2000)

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

Advertised post applying for	
Reference Number	

PERSONAL DETAILS

PERSONAL DETAILS							
Surname							
First Names							
ID or Passport Number							
Gender		Male	Female	Notice Service period		Days	
Race		African	White	Coloured	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

CONTACT DETAILS

Telephone number during office hours						
Mobile phone number						
Email address						
Home Address						
					Code:	
Preferred language of communication						

QUALIFICATIONS (please elaborate on your CV)**Highest educational qualification obtained**

Name of the School	Highest Grade	Year Obtained
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Highest tertiary qualification obtained

Name of Institution	Name of Qualification	NQF Level	Year Obtained

WORK EXPERIENCE (please elaborate on your CV)

Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		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 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

CRIMINAL RECORD

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

REFERENCES (please elaborate on your CV)

Name of Referee	Relationship	Tel (Office hours)	Mobile Number	Email

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 employment contract, if appointed.

Signature:

Date: