



**GREATER  
KOKSTAD  
MUNICIPALITY**  
PROVINCE OF KWAZULU-NATAL

Adam Kok III Building  
75 Hope Street  
P O Box 8, Kokstad, 4700  
Tel. +27 39 797 6694  
Fax. + 27 39 797 6701  
[www.kokstad.gov.za](http://www.kokstad.gov.za)

Face Book: Greater Kokstad Municipality  
Twitter: @Kokstad\_LM

**CORPORATE SERVICES DEPARTMENT**

## APPLICATION FOR EMPLOYMENT FORM

1. This form is designed to assist the Municipality with the recruitment, selection, and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).
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 required to furnish additional information that will assist the Municipality to expedite recruitment and selection process.
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.

**Details of the advertised post** (as reflected in the advert)

<b>Position Applying for</b>	
<b>Reference Number</b>	
<b>Notice Period required</b>	

## PERSONAL INFORMATION

<b>Full Name</b>	:		<b>Contact Number</b>	:	
<b>Surname</b>	:		<b>Gender</b>	:	
<b>Ethnicity Group</b>	:	<b>African</b>	<input type="checkbox"/>	<b>White</b>	<input type="checkbox"/>
			<b>Coloured</b>	<input type="checkbox"/>	<b>Indian</b>
				<input type="checkbox"/>	
<b>Are you a South African Citizen</b>	:	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>If no, What Nationality are you</b>	:			<b>Do you have a disability</b>	:
				<b>Yes</b>	<input type="checkbox"/>
				<b>No</b>	<input type="checkbox"/>
				<b>If yes, please elaborate</b>	
<b>Do you hold professional membership with any professional body</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
				<b>Name of professional body</b>	
<b>Membership Number</b>				<b>Expiry Date</b>	

## EDUCATIONAL QUALIFICATIONS

<b>High School Attended</b>		<b>Highest Grade Passed</b>	
<b>Year</b>			

## TERTIARY QUALIFICATIONS

NAME OF INSTITUTION	NAME OF QUALIFICATION	NQF LEVEL	YEAR OBTAINED

WORK EXPERIENCE					
Employer (Starting with the most recent)	Position Held	From		To	
		Month	Year	Month	Year

CRIMINAL RECORD				
Have you ever 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				

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

## DECLARATION

I declare that the information provided is true, I understand that any false or misleading information may result in the disqualification of my application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_