

APPLICATION FOR EMPLOYMENT:

TERMS AND CONDITIONS

1. The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised position.
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 other 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 will be treated with strict confidentiality and will not be used for any other purpose than to assess the suitability of the applicant as in line with the POPI Act.
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), as well as any other employees in terms of section 55 (1)(e) of the local Government: Municipal Systems Act, 2000 (Act no 32 of 2000).

A. DETAILS OF ADVERTISED POST

Advertised post applied for			
Reference number			
Notice service period			
Do you have the required Qualification for the position	Yes	No	

B. PERSONAL DETAILS

Surname				
First Names				
Do you have drivers license	Yes	No		
If yes, what code?				
ID or Passport Number				
Race (Mark with X)	African	Coloured	Indian	White
Gender (Mark with X)	Female	Male		
Do you have a disability? (Mark with X)	Yes	No		
If yes elaborate				
Are you a South African citizen? (Mark with X)				
If no, what is your Nationality?				
Work permit number if applicable				
Do you hold a professional membership with any professional body? If yes provide information below.	Yes	No		
Professional Body:	Membership No.	Expiry date:		

C. CONTACT DETAILS			
Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence (Mark with X)	Post	E-Mail	Fax
Correspondence details in terms of the above			
D. QUALIFICATIONS (Additional information may be provided in your CV)			
Is your experience relevant to the position?	Yes	No	
How many years relevant experience do you have?			
Name of School/ Technical College	Highest Qualification obtained	Year obtained	
Name of Tertiary Institution	Qualification obtained	NQF Level	Year Obtained
E. WORK EXPERIENCE (Additional information may be provided in your CV)			
Employer	Period of service	Reason for leaving	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment. (Mark with X)	Yes	No	
If Yes, provide the name of the previous Municipality			
F. DISCIPLINARY RECORD			
Have you been dismissed for misconduct (Mark with X)	Yes	No	
If Yes, Name of Municipality/Institution			
Details of Misconduct/Transgression			
Date of Termination/Finalization of Disciplinary Case			
Award/Sanction			
Did you resign from your employment pending finalization of disciplinary proceedings? (Mark with X) If yes, provide details on a separate sheet	Yes	No	
G. CRIMINAL RECORD			

Were you convicted of a criminal offence involving financial misconduct, fraud or corruption. If yes, provide details on a separate sheet.		Yes	No
If yes, type of criminal act			
Date crime case finalised			
Outcome/Judgement			
H. REFERENCES			
Name of referee	Relationship	Tel (Office hours)	Cell phone number
I. DECLARATION			
I, herewith declare that I consent to share my personal information with Kouga Local Municipality as in compliance with the POPI Act, and that all the information provided in this application form 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:	