



# Sundays River Valley Municipality

042 230 7700

078 266 6230

srvvm@srvvm.gov.za

@sundaysrivervalley

www.srvvm.gov.za

23 Middle Street, Kirkwood, 6120

P.O. Box 47, Kirkwood, 6120



## APPLICATION FOR EMPLOYMENT

### NOTE

1. All particulars in this application are treated as confidential.
2. Canvassing for appointment will disqualify an applicant.
3. Changing of conditions on this form will disqualify your application.
4. A successful candidate who willfully makes a false statement renders him/herself liable to dismissal.

### A. GENERAL PARTICULARS OF CANDIDATE

TITLE (Prof., Dr., Mr., Ms., Mrs.) INITIALS AND SURNAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

HOW DID YOU BECOME AWARE OF THE POSITION (e.g., General Enquiry, SRVM Employee, etc.):

\_\_\_\_\_

IF ADVERTISED, NAME PUBLICATION: \_\_\_\_\_

SALARY REQUESTED: \_\_\_\_\_

WHEN CAN YOU ASSUME DUTY? \_\_\_\_\_



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## B. PERSONAL DETAILS (PRINT)

Surname \_\_\_\_\_ Maiden name \_\_\_\_\_

First Names \_\_\_\_\_

Date of Birth .... / ..... / ..... / Gender: Male/ Female Marital Status \_\_\_\_\_.

Number of dependents \_\_\_\_\_ Their ages \_\_\_\_\_

Nationality \_\_\_\_\_ Town of birth \_\_\_\_\_

S.A. Identity no \_\_\_\_\_ Tel: home: \_\_\_\_\_ work: \_\_\_\_\_

Home address \_\_\_\_\_

Postal address and code \_\_\_\_\_

Employer of husband/wife \_\_\_\_\_

His /Her capacity \_\_\_\_\_ Tel. No. Work \_\_\_\_\_

Why are you applying for this?  
position \_\_\_\_\_

If you are selected for an interview, are you prepared to undergo testing? **YES/ NO** (Mark applicable)

State any physical and or mental defect or disease and or chronic disease \_\_\_\_\_

Special interests including Sport and Hobbies \_\_\_\_\_



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Have you ever been convicted of a criminal offence or being dismissed from employment or ever been declared insolvent? **YES/ NO** (Mark applicable) If **yes** furnish particulars on a separate sheet.

Do you have a driver's license? **YES / NO**

If you are in a possession of a vehicle, are you prepared to use it for official purposes at remuneration? **YES/ NO**

**State no:**

**Code/s:**

## C. QUALIFICATIONS (Please attached certified copies of all qualifications. No original documents please.)

	SCHOOL	UNIVERSITY/COLLEGE	OTHER
Name of Institution			
Qualifications and date obtained			
Subjects Passed			
Subject not yet completed			

Apprenticeship being, or was completed as \_\_\_\_\_

Institution where apprenticeship is being /was completed. \_\_\_\_\_

PERIOD			
FROM		TO	
YEAR	MONTH	YEAR	MONTH



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[@sundaysrivervalley](https://www.facebook.com/sundaysrivervalley)



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## D. LANGUAGE PROFICIENCY (Indicate proficiency as Good, Average or Below average)

LANGUAGE	SPEAK	READ	WRITE
AFRIKAANS			
ENGLISH			
OTHER (Name the language)			

## E. EXPERIENCE (State in sequence all periods covering the last 10years even periods of unemployment, military services, fulltime study, etc.)

Name of Employer	Capacity or type of work	FROM	TO	REASON FOR LEAVING

Do you engage directly or indirectly in any business profession, trade or calling or do you undertake any work for remuneration other than stated in this application form. **YES / NO** (Mark applicable block)

<b>F. PRESENT EMPLOYER</b>
NAME.....PERIOD EMPLOYED.....
<b>G. FINANCIAL PARTICULARS</b>
Present Annual Salary (Salary only) .....R..... Present Financial fringe Benefits.....R.....  .....R.....  <p style="text-align: center;"><b>TOTAL R.....</b></p> Present increment date.....Present period of notice..... State if contractually obligated to your present or previous employer (e.g., amount, committed period) .....

<b>H. DETAILS OF PREVIOUS APPLICATIONS TO THE SUNDAYS RIVER VALLEY MUNICIPALITY</b>		
Posts applied for and year:		
Did you undergo a selection test at the time		
<b>I. PERSONAL REFERENCES (Name three present or former colleagues/heads/-but not relatives)</b>		
<b>NAME</b>	<b>Address and Telephone Number</b>	<b>Relationship (e.g., Colleague)</b>
1.		
2.		
3.		
<b>J. SUMMARY OF CAREER</b>		



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NOTE: Give a summary of your career and state any particular abilities, experience, courses you have followed; societies to which you belong; special achievements in any field and any relevant duties

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## K. DECLARATION BY APPLICANT

### I DECLARE THAT

1. I undersigned, do hereby acknowledge myself to be truly and lawfully indebted to the Sundays River Valley Municipality the total sum of the costs incurred by the said council to advertise the vacancy concerned or a pro rata share thereof, and any costs incurred to enable me to attend an interview with officials of the Municipality, should I fail to commence duties after having been advised, and accepted my appointment in writing.
2. I confirm that the information herein supplied by myself is correct and understand that I can be held legally liable for the consequences of any intentional misrepresentation.

.....

**SIGNATURE**

.....

**DATE**

## FOR OFFICIAL USE ONLY

Appointed with effect from..... Designation.....

Salary Grade..... Notch.....

Head of Department..... Date.....