



DIPALESENG LOCAL MUNICIPALITY

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 advert)	
Advertised post applying for	
Reference number	

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 Africa 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 No	Expiry date	

CONTACT DETAILS	
Telephone number during office hours	
Mobile Phone Number	
E-mail address	
Home address	

Preferred language of communication	
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QUALIFICATION			
Highest educational qualification obtained			
Name of the school	Highest Grade	Year	
Highest Tertiary qualification obtained			
Name of Institution	Name of Qualification	NQF Level	Year Obtained

WORKING EXPERIENCE						
Employer(starting with the most recent)	Post Held	From		To		Reason for Leaving
		Year	Month	Year	Month	

DISCIPLINARY RECORD			
Have you been dismissed for misconduct during the past 10 years		Yes	No
If yes, Name of the 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			No

CRIMINAL RECORD			
Have you been convicted of any criminal offence in a court of law during the past (10) years?		Yes	No
If yes, type criminal type			
Date Criminal case finalised			
Outcome judgement			

REFERENCE(Please elaborate on your CV)			
Name of Referee	Relationship	Tel (Office Hours)	E-mail

DECLARATION	
<p><i>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.</i></p>	
Signature:	Date: