

**ANNEXURE D: APPLICATION FOR EMPLOYMENT**

1. The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised post.
2. The 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 the recruitment, selection and appointment of staff members.

<b>DETAILS OF ADVERTISED POST</b> (as reflected in the advert)	
Advertised post applying for	
Reference Number	
Notice service period	

<b>PERSONAL DETAILS</b>				
Surname				
First Names				
ID or Passport number				
Gender	Male		Female	
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?	
Professional Body Membership Number:			Expiry date:	

<b>CONTACT DETAILS</b>	
Telephone number during office hours	( )
Mobile phone number	
Postal Address	
	Code:
Email Address:	
Preferred language of Communication	

<b>QUALIFICATIONS</b> (Please elaborate on your CV)			
Highest educational qualification obtained			
Name of School	Highest Grade	Year Obtained	
Highest tertiary qualification obtained			
Name of institution	Name of Qualification	NQF Level	Year Obtained

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<b>WORK EXPERIENCE</b> (Please elaborate on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	

<b>DISCIPLINARY RECORD</b>		
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

<b>CRIMINAL RECORD</b>		
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/Judgment		

<b>OTHER</b>			
Are you in the possession of a driver's licence? <i>If Yes, specify Code.</i>	Yes	Code:	No
Do you have another income or business?	Yes		No
Does this company do business with the Municipality?	Yes		No
Do you have any family members that are employed by Matzikama Municipality?	Yes		No
If yes, please provide details	Name:		Section:

<b>REFERENCES</b> (Please elaborate on your CV)				
Name of Referee	Relationship	Tel (Office hours)	Cell phone Number	Email

<b>DECLARATION</b>
<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>

Signature:

Date: