

APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for and advertised position.
2. This form must be completed in full, accuracy 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 process.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to be assess the suitability of the applicant.
5. This form is designed to assist the municipality with the recruitment, selection and appointment of staff members in terms of the Municipal System Act 2000(ACT No 32 of 2000)

DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of the Municipality	
Notice service period	

PERSONAL DETAILS

Surname					
First Name					
ID or Passport number					
Gender	Male		Female		
Race	African	White	Coloured	Indian	
Do you have a disability	Yes	No	If yes, Elaborate		
Are you south African citizen?	Yes	No	If not, what is your nationality	Yes	No
Do you hold a professional membership with any professional body?	Yes	No	Name of the professional body	Membership number	Expiry date

CONTACT DETAILS

Telephone Number during office hours	()
Mobile phone number	
Postal address	
	Code
Email address	
Preferred language of Communication	

QUALIFICATIONS (Please elaborate on your CV)

Highest qualifications obtained			
Name of the school	Highest grade	Year obtained	
Highest tertiary qualification obtained			
Name of institution	Name of qualification	NQF level	Year Obtained

WORK EXPERIENCE (Please elaborate on your CV)

Employer (starting with the most recent)	Post Held	From		To		Reason for leaving
		MONTH	Year	Month	Year	

DISCIPLINARY RECORD

Have you been dismissed for misconduct during the past ten (10) years	Yes		No	
If yes, Name of the Municipality/Employer				
Type of misconduct/Transgression				
Date of Resignation/disciplinary case finalized/dismissed				
Award/sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary proceedings	Yes		No	

CRIMINAL RECORD

Have you been convicted of any criminal offense in a court of law during the past ten (10) years	Yes		No	
If yes, type of criminal act				
date of criminal case finalised				
Outcome/judgement				

REFERENCES (Please elaborate on your CV)

Name of reference	Relationship	Tel (office hours)	Cellphone number	Email address

DECLARATION

I hereby declare that all the information in this application and any attachments in 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 approved.

Signature: _____ **Date:** _____

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