



EMPLOYEES APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS:

1. 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.
2. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
3. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.

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

Advertised post applying for	
Notice service period	
Reference Number	

B. PERSONAL DETAILS

Surname								
First Name								
ID or Passport Number								
Race	African	<input type="checkbox"/>	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>
Gender					Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Do you have a disability?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, elaborate								
Are you a South African citizen?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no, what is your Nationality?								
Work Permit Number (if any):								
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below							No	<input type="checkbox"/>
Political Party:	<input type="text"/>	Position:	<input type="text"/>	Expiry Date:	<input type="text"/>			
Do you hold a professional membership with any professional body? If yes, provide information below							No	<input type="checkbox"/>
Professional Body:	<input type="text"/>	Membership Number:	<input type="text"/>	Expiry Date:	<input type="text"/>			

C. CONTACT DETAILS

Preferred language for correspondence?							
Telephone number during office hours							
Preferred method for correspondence (Mark with an X)	Post	<input type="checkbox"/>	E-mail	<input type="checkbox"/>	Fax	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence contact details (in terms of above)							

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of School / Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for Leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exist that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality:						

F. DISCIPLINARY RECORD			
Have you been dismissed for misconduct on or after 5 July 2011?	Yes		No
If yes, Name of a Municipality/Institution:			
Type of a Misconduct/Transgression			
Date of Resignation/Disciplinary case finalised			
Award/sanction			
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? 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 on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes		No
If yes, type of criminal act			
Date criminal case finalised			
Outcome/Judgement			

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

I. 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 contact, if appointed.</i></p>	
Signature:	Date: