

APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a 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 municipalities to expedite recruitment and selection processes.
4. All information received will be treated by strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designated to assist municipalities with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)							
Advertised post applying for							
Reference number							
Name of Municipality							
Notice service period							
B. PERSONAL DETAILS							
Surname							
First Names							
ID or Passport number							
Race	African		Coloured		Indian		White
Gender	Female			Male			
Do you have a disability?	Yes			No			
If yes, elaborate							
Are you a South African Citizen	Yes		No				
If no, what is your Nationality?							
Work permit number (if applicable)							
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below.						No	
Political party							
Position							
Expiry date							
Do you hold a professional membership with any professional body. If yes, provide details below						No	
						Yes	
Professional body							
Membership nr.							
Expiry date							

C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (mark with an X)		Post	E-mail
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 exists 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 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 finalization 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 o a separate sheet	YES	NO
If yes, type of criminal record		
Date criminal case finalized		
Outcome/Judgment		

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cell Number	E-mail

I. DECLARATION			
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 disqualification or termination of my employment contract, if appointment			
Signature		Date	

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