



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 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 municipality with the 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	
Name of the Municipality	
Notice service period	

PERSONAL DETAILS

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		
			If not, what is your nationality?		
Are you a South African Citizen?	Yes	No	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 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 educational qualification obtained						
Name of the School				Highest Grade		Year Obtained
Highest tertiary qualification obtained						
Name of Institution		Name of a 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 Municipality/Employer						
Type of a 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
CRIMINAL RECORD						
Have you been convicted of any criminal offence in a court of law					Yes	No
If yes, type of criminal act						
Date criminal case finalised						
Outcome/ Judgement						
REFERENCES (please elaborate on your CV)						
Name of Referee	Relationship	Tel (office hours)	Cellphone Number		Email	
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 my disqualification or termination of my employment contract, if appointed.						
Signature:				Date:		