



APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. All important information relevant to a candidate must be provided in this form - This form must be completed in full, accurately and legibly.
3. Any additional information may be provided on the CV.
4. Candidates shortlisted for interviews may be requested to furnish additional information to assist municipalities in expediting recruitment and selection processes.
5. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the applicant's suitability.

Advertised post applying for					
Reference number					
Name of the Department					
Notice service period					
Are you an Internal or External Candidate?					
PERSONAL DETAILS					
Surname					
First Names					
ID or Passport Number					
Gender	Male		Female		Prefer not to state
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 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)			
The highest educational qualification obtained			
Name of the School	Highest Grade	Year Obtained	
The highest tertiary qualification obtained			
Name of Institution	Name of a qualification	NQF level	Year Obtained

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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 alleged misconduct and resigned from your job pending finalising the disciplinary proceedings?	Yes	No	

CRIMINAL RECORD			
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			

DISCLOSURE			
Do you have any relatives or friends (father, mother, son, daughter, brother or sister) currently working for the Council?	Yes	No	
If yes, please provide details of the relationship			

REFERENCES (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

DECLARATION	
<i>I hereby declare that all the information provided in this application and any attachments in support thereof are true and correct to the best of my knowledge. I understand that misrepresentation or failure to disclose information may lead to disqualification or termination of my employment contract if appointed.</i>	
Signature:	Date:

FAILURE TO ATTACH THE CV AND REQUIRED DOCUMENTS WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED.

FOR OFFICIAL USE ONLY:

Mr./Ms has been appointed with effect from
on notch (R.....p.a.) of salary group
(R..... to R.....p.a).

HEAD OF DEPARTMENT DATE :