



APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist the 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 the municipality 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 the municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act 32 of 2000) and the Municipal Staff Regulations.

DETAILS OF THE ADVERTISED POST

Advertised post applying for	
Reference No.	
Name of Municipality	
Notice Service Period	

PERSONAL DETAILS

Surname					
First Names					
ID or Passport Number					
Gender					
Race					
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 work permit?	
				Yes	No
Do you have a professional membership with any professional body?	Yes	No	Name of professional body	Membership Number	Expiry date

CONTACT DETAILS

Contact number during office hours	
Mobile number	
Postal Address	
Physical Address (Residential)	

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 qualification	NQF Level	Year Obtained

WORK EXPERIENCE (Please elaborate on your CV)

Employer (starting with the most recent)	Position held	From (yy/m)	To (yy/m)	Reason for leaving

DISCIPLINARY RECORD

Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes Name of Municipality / Employer				
Type of 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 during the past ten (10) years?	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	Relationship

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 led to my disqualification or termination of my employment contract, if appointed.

Are any of your relatives or acquaintances employed by the Municipality ? If yes state name and relationship.	
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Signature:	Date:
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