

## APPLICATION FOR EMPLOYMENT OF STAFF MEMBERS

### TERMS AND CONDITIONS

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 with strict confidentiality and will 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 *Local Government: Municipal Systems Act, 2000 [Act 32 of 2000]*.

<b>A. DETAILS OF THE ADVERTISED POST</b> [as reflected in the advert]				
Advertised post applying for				
Reference number				
Name of municipality				
Notice service period				
<b>B. PERSONAL DETAILS</b>				
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 any]				
Permanent Postal address				
Are any of your relatives or acquaintances employed by the Municipality? If yes, state Name, Department and relationship below.			Yes	No
Name:	Department:		Relationship:	

Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below.		Yes	No
Political Party:	Position:	Expiry date:	
Do you hold a professional membership with a professional body? If yes provide information below		Yes	No
Professional Body:	Membership Number:	Expiry date:	

<b>C. CONTACT DETAILS</b>			
Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence [Mark with an X]	Post	E-mail	Fax
Correspondence contact details [in terms of above]			
<b>D. QUALIFICATIONS</b> [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

<b>E. WORK EXPERIENCE</b> [Please elaborate on your CV]						
Employer [Starting with the most recent]	Position	From		To		Reason for leaving
		MM	YY	MM	YY	

<b>F. DISCIPLINARY RECORD</b>		
Have you ever been dismissed for misconduct	Yes	No
If yes, name of municipality / institution		
Type of misconduct / transgression		
Date of resignation / disciplinary case finalised / dismissal		
Award / sanction		
Did you resign from your job pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet	Yes	No

**G. CRIMINAL RECORD**

Have you been convicted of any criminal offence in a court of law during the past 10 years?	Yes	No
If yes, type of criminal act		
Date criminal case finalised		
Outcome / judgement		

**H. REFERENCE**

Name of Referee	Relationship	Tel [Office hours]	Cell phone 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 my disqualification or termination of my employment contract, if appointed.*

**Signature:****Date:**