



ANNEXURE C

APPLICATION FOR EMPLOYMENT FORM

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, municipalities to expedite recruitment and selection processes.
3. Candidates shortlisted for interview may be requested to furnish additional that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidential and will 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 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 any) :					
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 Body :			Membership Number :	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			Fax	
	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 finalisation 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 on a separate sheet.				Yes		No
If yes, type of criminal act						
Date criminal case finalised						
Outcome / judgement						
H. REFERENCE						
Name of Referee	Relationship	Tel : (Office Hours)		Cellphone 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 :		