



Quality Service to all communities

Corporate Services Department
Private Bag x 5083 | Mthatha | 5099
Tel : 047 501 4300

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS	
1.	The purpose of this form is to assist the Municipality in selecting suitable candidates for all 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 strictly confidentiality and will not be used for any or any other purpose that to assess the suitability of the applicant.
5.	All sections are compulsory to be filled from Section A to Section H and Declaration

A. DETAILS OF THE ADVERTISED POST (AS REFLECTED IN THE ADVERT)

Advertised post applying for	
Notice number of the advertisement	
Source of the advert	
Notice service period	

B. PERSONAL DETAILS

Surname												
First Names												
ID Number												
Marital Status	Race						Gender					
Single ☐ Divorced ☐	African ☐	Coloured ☐					Male ☐	Female ☐				
Widowed ☐ Married ☐	Indian ☐	White ☐										

Do you have a disability?				Driver's Licence				Are you a South African Citizen?			
YES		NO		Code				YES		NO	
If yes, specify:				Expiry date				If No, what is your nationality?			
								Work permit Nr.?			

C.	CONTACT DETAILS
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Preferred language for correspondence													
Contact number during office hours?													
Preferred method for correspondence	POST			E-MAIL			FAX						
Correspondence contact details (in terms of above)													

D.	QUALIFICATIONS
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Name of School/Technical College	Highest qualification obtained	Year Obtained	
Tertiary Institution	Highest qualification obtained	NQF Level	Year Obtained

E.	WORK EXPERIENCE
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Employer (starting with 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
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Have you been dismissed for misconduct on or after 05 July 2011?	YES		NO					
If yes, Name of Municipality/Institution.								
Type of Misconduct/Transgression								
Date of Resignation/Disciplinary Case finalised	D	D	M	M	Y	Y	Y	Y
Award/ Sanction								
Did you resign from your job on or after 05 July 2011, pending finalisation of the disciplinary proceedings? if yes, provide details on separate sheet.	YES		NO					

G.	CRIMINAL RECORD
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Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 05 July 2011? if yes, provide details on separate sheet.	YES		NO	
if yes, type of criminal act				
date criminal case finalised				
outcome / judgement				

H.	REFERENCE (direct reporting referees)
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Name of Referee	Relationship	Email	Cellphone
1.			
2.			
3.			

I.	Declaration
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I give permission that the referees mentioned above may be approached for information. I further certify that all the information provided in this application (including any attachments) is true and accurate. 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:** _____

All applicants are required to submit the following information:

- Comprehensive curriculum vitae.
- Certified copies of all relevant academic certificates/qualifications including Identity Document and valid drivers licence.
- Any other relevant information specified in the advertisement.