

# MUNISIPALITEIT EMTHANJENI MUNICIPALITY



## APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting a suitable candidate 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 in a 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 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 a municipality with recruitment, selection and appointment of staff members in terms of the Municipal Systems Act. (Act No. 32 of 2000)

### DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of the Municipality	
Notice service period	

### PERSONAL DETAILS

Surname					
First Names					
ID or Passport number					
Gender	Male		Female		
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 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)

Highest educational qualification obtained		
Name of 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)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

**DISCIPLINARY RECORD**

Have you ever been dismissed for misconduct during the past (10) years?	Yes		No		
If yes, Name Municipality/Employer.					
Type of misconduct/Transgression					
Date of Resignation/Disciplinary Case finalized/dismissal					
Award / Sanction					
Have you ever been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary proceedings?	Yes		No		

**CRIMINAL RECORD**

Have you ever been convicted of any criminal offence in a court of law in the past (10) years?	Yes		No	
If yes, type of criminal act				
Date of criminal case finalized				
Outcome / Judgment				

**REFERENCES (please elaborate on your CV)**

Name of Referee	Relationship	Tel (Office Hours)	Cellphone Number	Email

**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 the failure to disclose any information may lead to my disqualification or termination or my employment contract, if appointed.*

Signature:	Date: