



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 to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interview may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection process.

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 have 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 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)	Post held	From		To		Reason
		Month	Year	Month	Year	

DISCIPLINARY RECORD						
Have you been dismissed for misconduct during the past ten (10) years?						
If yes, Name of Municipality/ Employer						
Type of a Misconduct/ Transgression						
Date of Resignation/ Disciplinary case finalized / Dismissal						
Award / Sanction						
Have you been accused of an alleged misconduct and resigned from your job pending finalization 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 Reference	Relationship	Tel (office hours)	Cell phone Number	Email

DECLARATION:

I hereby declare that all information provided in the 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: