



**ANNEXURE B TO STAFF REGULATION GOVERNMENT GAZETTE 45181**

**APPLICATION FORM FOR EMPLOYMENT**

**Terms and Conditions**

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 must be provided in this form. Any additional information may be provided on the C.V
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist the municipality to expedite recruitment and selection processes.
4. All information received will be treated strictly with 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 No.32 of 2000).

**DETAILS OF THE ADVERTISED POST (AS REFLECTED IN THE ADVERT)**

Advertised post applying for	
Reference number	
Name of municipality	
Notice service period	

**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 not, what is your nationality		Do you have a valid work permit	Yes	No
Work permit number (if any)				
Do you hold a professional membership with any professional body? If yes, provide information below		Yes	No	
Name of Professional Body :	Membership Number :	Expiry date :		

<b>CONTACT DETAILS</b>			
Telephone number during office hours		Mobile Number	
Postal Address			Code
Email address			
Preferred language of communication			

<b>QUALIFICATIONS (PLEASE ELABORATE ON YOUR C.V )</b>			
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

<b>WORK EXPERIENCE (PLEASE ELABORATE ON YOUR CV)</b>						
Employer(Starting with the most recent	Position held	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

<b>DISCIPLINARY RECORD</b>		
Have you been dismissed for misconduct during the past 10 years	Yes	No
If yes, Name of Municipality/Employer		
Type of a Misconduct/Transgression		
Date of Resignation/Disciplinary case finalised /Dismissal		
Award/Sanction		
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of disciplinary proceedings	Yes	No

<b>CRIMINAL RECORD</b>				
Have you been convicted of any criminal offence in a court of law during the past 10(ten) years	Yes		No	
If yes, type of criminal act				
Date criminal case finalised				
Outcome / judgement				

<b>REFERENCES ( PLEASE ELABORATE ON YOUR CV)</b>				
Name of Referee	Relationship	Tel(Office Hours)	Cell phone Number	E-Mail

<b>DECLARATION</b>	
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 :