



BA-PHALABORWA MUNICIPALITY

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

The purpose of this form is assist a municipality in selecting suitable candidates for an advertised post.

1. This form must be completed in full, accurately, and legibly. All substantial information relevant to candidates must be provided in this form. Any additional information may be provided on CV.
2. Candidates shortlisted for interviews may be requested to furnish additional may that will assist municipalities to expedite recruitment and selection processes.
3. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
4. This form is designed to assist municipality with the recruitment, selection, and appointment of senior managers in terms of the Local Government: Municipality System 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 the Municipality				
Notice services 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				No
Political Party:	Position		Expiry date:	
Do you hold a professional membership with any professional body? if yes, provide information below:	No			
Professional 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 the above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of a School/ Technical College	Highest qualification obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year obtained

E. WORK EXPERIENCE						
Name of Institution	POSITION	FROM		TO		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Govern, indicate whether any condition exists that prevent your re-employment				Yes		No
If yes, provide the name of the previous municipality:						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after July 2011?	Yes	No
If yes Name of Municipality/ institution:		
Type of a misconduct/ Transgression		
Date of a resignation/ disciplinary case finalised		
Award sanction		
Did you resign from your job on or after 5 July 2011 pending of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD

Were you convicted of criminal offence involving financial misconduct, fraud, or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes	No
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H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

1. DECLARATION	
<i>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.</i>	
Signature:	Date: