



**APPLICATION FORM FOR  
EMPLOYMENT**

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

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

Advertised post applying for	
Name of the Municipality	
Notice service period	

**PERSONAL DETAILS**

Internal Candidate	Yes	No	Personnel No:		
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
List all languages you are proficient in (read, write, speak)					
Do you have valid driver's license?	Yes	No	If yes, specify code(s)		

<b>CONTACT DETAILS</b>	
Telephone number during office hours	(      )
Mobile phone number	
Residential Address	
	Code:
Email Address	
Preferred language of communication	

<b>QUALIFICATIONS (please elaborate on your CV)</b>			
Highest educational qualification obtained			
Name of the School	Highest Grade	Year Obtained	
Highest tertiary qualification obtained			
Name of Institution	Name of a qualification	NQF level	Year Obtained

<b>WORK EXPERIENCE (please elaborate on your CV)</b>						
Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

<b>DISCIPLINARY RECORD</b>			
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No
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	

<b>CRIMINAL RECORD</b>				
Do you have any criminal record, partial trial or pending criminal investigation against you? This would include jail time, house arrest, suspended sentences, fines, acknowledgements of guilt or a combination thereof. This would include a penalty that you received due to a criminal offence regardless of how long ago. A criminal record therefore includes any criminal offence of which you have been convicted in a court, but also includes any admission of guilt fine which you have paid for committing a criminal offence. If you are uncertain, the duty rests on you to make sure and supply complete information	Yes		No	
If yes, type of criminal act				
Date criminal case finalized				
Outcome/ Judgment				

<b>REFERENCES (please elaborate on your CV)</b>				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

<b>DECLARATION</b>	
<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: