

WINNIE MADIKIZELA-MANDELA LOCAL MUNICIPALITY



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 a CV.
3. Candidates shortlisted for an interview may be requested to furnish additional information that will assist the Municipality to expedite the recruitment and selection process.
4. All information received shall be treated with strict 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: Systems Act, 2000 (Act No 32 of 200)*.

A. DETAILS OF THE ADVERTISED POST (as reflected on the advert)

Advertised post applying for	
Source of Advert	
Reference Number	
Notice Service Period	

B. PERSONAL DETAILS

Surname	
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First Names				
ID/Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have any disabilities			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				
Political Party:	Position:		Expiry date:	
Do you hold a professional membership with a professional body? If yes, provide Information below:			No	
Professional Body:	Membership No:		Expiry Date:	

C. CONTACT DETAILS				
Preferred language of communication				
Telephone number during office hours:		()		
Mobile Number/s				
Preferred method for correspondence		SMS	Email	Post
Postal address				
			Code:	
Email Address				

D. QUALIFICATIONS (please elaborate on your CV)			
Name of School	Highest Qualification	Year Obtained	
Name of the institution	Name of qualification	NQF Level	Year Obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with With the most recent	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the employing municipality						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct?	Yes	No
If yes, name of Municipality/Institution		
Type of misconduct/transgression		
Date of resignation/disciplinary case finalised		
Award/Sanction		
Did you resign from your job pending the finalisation of the disciplinary proceedings? If yes provide details on a separate sheet.		

G. CRIMINAL RECORD		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal act was finalised		
Outcome/Judgement		

H. REFERENCE (please elaborate on your CV)				
Name of referee	Relationship	Tel (office hours)	Cellphone No.	E-mail

I. 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 failure to disclose any information may lead to my disqualification or termination of employment of contract, if appointed.	
Signature:	Date: