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| **N:\Madibeng LM LOGO BIG.jpg** | **MADIBENG LOCAL MUNICIPALITY**  **APPLICATION FORM FOR EMPLOYMENT** |

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| 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. Additional information may be provided on the CV. |
| 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 with strict confidentiality and will not be used for any other purpose that 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 Municipal Systems Act, 2000 (Act No. 32 pf 2000)  **DETAILS OF THE ADVERTISED POST (as reflected in the advert)** |

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

|  |  |
| --- | --- |
| Advertised post applying for |  |
| Notice of 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 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. | | | | | | | | | | | **Yes** | | |  | | **No** | | |  | | |
| **Professional Body** |  | **Membership Number** | | | |  | | | | | **Expiry Date** | | | | |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT DETAIL** | | | |
| Telephone number during office hours | | ( ) | |
| Mobile phone number | | ( ) | |
| Postal address |  | | |
|  | | |
|  |  | | Code: |
| Email address |  | | |
| Preferred language of communication | |  | |

**QUALIFICATIONS (Additional information may be provided on your CV)**

|  |  |  |  |
| --- | --- | --- | --- |
| Highest educational qualification obtained | | | |
| **Name of School/Technical College** | **Highest Qualification Obtained** | **Year Obtained** | |
|  |  |  | |
|  |  |  | |
| Highest tertiary qualification obtained | | | |
| **Name of Institution** | **Name of Qualification** | **NQF Level** | **Year**  **Obtained** |
|  |  |  |  |
|  |  |  |  |

**WORK EXPERIENCE (Additional information may be provided on your CV)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer (starting with the most recent)** | **Position** | **From** | | **To** | | **Reason for leaving** |
| MM | YY | MM | YY |
|  |  |  |  |  |  |  |
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**DISCIPLINARY RECORD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you been dismissed for misconduct during the past ten (10) years? | | **Yes** |  | **No** |  |
| If yes, Name of Municipality / Institution |  | | | | |
| Type of Misconduct / Transgression |  | | | | |
| Date of Resignation / Disciplinary case finalized |  | | | | |
| Award/Sanction |  | | | | |
| Did you resign form your job on or after 5 July 2011 pending finalization of the disciplinary proceedings? If yes, provide details on a separate sheet. | | **Yes** |  | **No** |  |

**CRIMINAL RECORD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you been convicted of a criminal offence involving financial misconduct, fraud of corruption on or after 5 July 2011? If yes, provide details on a separate sheet. | | **Yes** |  | **No** |  |
| If yes, type of criminal act |  | | | | |
| Date criminal case finalized |  | | | | |
| Outcome/Judgement |  | | | | |

**REFERENCE (please elaborate on your cv)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Reference** | **Relationship** | **Tel (office hours)** | **Cellphone Number** | **E-mail** |
|  |  |  |  |  |
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**DECLARATION**

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| --- | --- |
| *I 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:** |