

# FRANCES BAARD

## DISTRICT MUNICIPALITY

Private Bag X6088  
KIMBERLEY, 8300

TEL: (053) 8380911      51 Drakensberg Avenue  
FAX: (053) 8611538 KIMBERLEY, 8301

## APPLICATION FOR EMPLOYMENT

### **CONFIDENTIAL**

#### **NOTE:**

##### COMPLETION OF THIS FORM:

*Persons who wish to apply for an advertised position should complete this form in his/her own handwriting.*

*The undermentioned notes refer to the completion of the application.*

- 1. Information supplied will be treated in the strictest confidence and will not be used for any other purpose than to assess the suitability of a person for employment as is permitted by law. **CERTIFIED COPIES OF QUALIFICATIONS** and relevant documents **MUST** accompany this application.*
- 2. Certified copies required of **IDENTITY DOCUMENT** or **PASSPORT** and **WORK PERMIT** in the case of non-RSA citizens.*
- 3. Information required to ensure compliance with the Employment Equity Act.*
- 4. Information will only be used if it relates to requirements of the position.*
- 5. May be ignored if a detailed CV which includes all information, is attached.*
- 6. Canvassing for appointment will disqualify an applicant.*

#### **ADVERTISED POSITION**

*Position applied for:* \_\_\_\_\_

*Advertisement seen in:* \_\_\_\_\_

*Earliest date on which duties can be assumed:* \_\_\_\_\_

**PERSONAL INFORMATION (REFER NOTE 1)**



<i>SUMMARY OF DUTIES</i>		..... .....	..... .....	..... .....	..... .....
	1.	..... .....	..... .....	..... .....	..... .....
	2.	..... .....	..... .....	..... .....	..... .....
	3.	..... .....	..... .....	..... .....	..... .....
	4.	..... .....	..... .....	..... .....	..... .....
	5.	..... .....	..... .....	..... .....	..... .....
	6.	..... .....	..... .....	..... .....	..... .....
	7.	..... .....	..... .....	..... .....	..... .....
	8.	..... .....	..... .....	..... .....	..... .....
	9.	..... .....	..... .....	..... .....	..... .....
	10.	..... .....	..... .....	..... .....	..... .....
<i>Reason for Change</i>					

**HOBBIES AND ACHIEVEMENTS (5)**

State any particular interest in sport and hobbies etc., and mention achievements in any field and/or position held

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**PERSONAL REFERENCES PREFERABLY IN WORK CAPACITY (5)**

<i>NAME</i>	<i>OCCUPATION</i>	<i>TELEPHONE</i>
1.		
2.		
3.		

**FOR OFFICE USE ONLY**

Appointed as: ..... From:  
.....

**STATEMENT**

I declare that the information furnished is correct and that should my application constitute a legal appointment and should I fail to assume duties accordingly, the Council may initiate legal proceedings against me for breach of contract.

Signature: ..... Date:  
.....

*Provide date and details of registration:* \_\_\_\_\_  
\_\_\_\_\_