

# NKANGALA DISTRICT MUNICIPALITY



## APPLICATION FORM FOR EMPLOYMENT

### TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting 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 will be treated with strictly 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 municipality with the recruitment, selection and appointment of All Employees in terms of the Local Government: Municipal Systems 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 Municipality	
Are you currently employed?	
If you are offered the position, when can you start OR how much notice must you serve with your current employer?	

#### B. PERSONAL DETAILS

Surname			
First Name			
ID or Passport Number			
Race	African	Coloured	Indian
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 a professional membership with any professional body? If yes, provide information below		No	
Professional Body:	Membership Number:	Expiry Date:	
If your profession or occupation requires State or official registration, provide date and particulars of registration.			

#### 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 above)						
<b>D. QUALIFICATIONS</b> (Additional information may be provided on your CV)						
Name of School/ Technical College		Highest Qualification Obtained		Year Obtained		
Name of Institution		Name of Qualification	NQF Level		Year Obtained	
Current study (institution and qualification)						
<b>E. WORK EXPERIENCE</b> (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality						
<b>F. DISCIPLINARY RECORD</b>						
Have you been dismissed for misconduct?		Yes		No		
If yes, Name of Municipality/Institution						
Type of a Misconduct/ Transgression						
Date of Resignation/ Disciplinary case finalised						
Award/ sanction						
Did you resign from your job pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet		Yes		No		
<b>G.CRIMINAL RECORD</b>						
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption? If yes, provide details on a separate sheet.						
If yes, type of criminal act						
Date criminal case finalised						
Outcome/ judgement						

<b>H. LANGUAGE PROFICIENCY – state</b>		<b>good’, ‘fair’ or ‘poor’</b>				
	Languages (specified)					
Speak						
Read						
Write						

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tel (Office Hours)	Cellphone Number	Email

<b>I. 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 :