



## uMshwathi Municipality APPLICATION FOR EMPLOYMENT FORM

### TERMS & CONDITIONS

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 will be treated with strict confidentiality and will not be used for any other purposes than to assess the suitability of the applicant.
5. This form is designed to assist municipalities with the recruitment, selection and appointment of senior managers in term of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

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

Advertised Post Applying for:	Reference/ Notice Number:
Name of the Municipality:	Notice service period (should you be offered the position, how soon would you be able to start/ how much notice do you have to serve your current employer:

**PERSONAL DETAILS**

Surname											
Full Names											
Preferred Name											
Date of Birth											
ID Number											
Gender	Male					Female					
Race	African			White			Coloured			Indian	
Do you have a disability?	Yes					No					
	If yes, please elaborate:										
Are you a South African Citizen?	Yes					No					
	If not, what is your nationality?										
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity?	Yes					No					
	Expiry Date										

**CONTACT DETAILS**

Contact Number	Work:	Home:	Cell:
Postal Address			
	Code:		
Email Address			
Preferred language of communication:			

**QUALIFICATIONS (please elaborate on your CV)**

**Highest Educational Qualification Obtained**

Name of School	Highest Grade	Year Obtained

**Highest Tertiary Qualification Obtained**

Name of Institution	Name of Qualification	NQF Level	Year Obtained

**WORK EXPERIENCE (please elaborate on your CV)**

Employer (starting with the most recent)	Post Held	From		To		Reason for Leaving
		Month	Year	Month	Year	

**DISCIPLINARY RECORD**

Have you ever been dismissed for misconduct in the past ten (10) years?	Yes	No
If yes, please name the Municipality/ Organisation		

Type of Misconduct/ Transgression			
Date of Resignation/ Disciplinary Case Finalised			
Award/ Sanction			
Have you ever been accused of an alleged misconduct during the past ten (10) years and have resigned from your job pending finalisation of the disciplinary proceedings?	Yes		No

**CRIMINAL RECORD**

Have you ever been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes		No	
If yes, please name the type of criminal act				
Date the Criminal Case was Finalised				
Outcome/ Judgement				

**REFERENCES (please elaborate on your CV)**

Name of Referee	Relationship	Tel (Office Hours)	Cellphone No	Email Address

**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 of my candidature or falsification of information may lead to my disqualification or termination of my employment contract, if appointed.

Signature:

Date:

