



**APPLICATION FORM FOR EMPLOYMENT
SENIOR MANAGEMENT POSTS ONLY (Annexure C of Government Notice No 37245)**

TERMS AND 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 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 senior managers 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	
Notice service period	

B. 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
Political Party:	Position:		Expiry Date:	
Do you hold any professional membership with any professional body? If yes, provide information below.			Yes	No
Professional Body:	Membership Number:		Expiry Date:	

C. CONTACT DETAILS

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (mark with an X)	Post	Email	Fax
Correspondence contact details(in terms of above)			

D. QUALIFICATIONS(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

E. 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:	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your reemployment				Yes		No
If yes, provide the name of the previous employing municipality:						

F. DISCIPLINARY RECORD	
Have you been dismissed for misconduct on or after 5 July 2011?	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 on or after 5 July 2011 pending finalization of the disciplinary proceeding? If yes, provide details on a separate sheet.	Yes No

G. CRIMINAL RECORD	
Were you convicted of a criminal offence involving financial misconduct, fraud or 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 finalised	
Outcome/judgement	

H. REFERENCE				
Name of Referee	Relationship	Tel(office hours)	Cellphone number	Email

I. DECLARATION	
<p><i>I hereby declare that all 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></p>	
Signature:	Date: