

Chief Albert Luthuli Municipality



The transparent, innovative and developmental municipality that improves the quality of life of its people

APPLICATION FORM FOR EMPLOYMENT

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 in 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	N/A							
Are you a South African citizen					Yes		No	
If no, what is your Nationality?	N/A							
Work Permit Number (if any)	N/A							
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 a 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		E-mail		Fax		
Correspondence contact details (in terms of above)							

D. QUALIFICATIONS (Additional information may be provided in 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 in 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						

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 finalisation of the disciplinary proceedings? 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	Telephone number (office hours)	Cellphone number	E-mail address

I. DECLARATION
<p><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></p>
<p>Signature _____ Date _____</p>

12/08/2014FSM/ee