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A Better Place for All

DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist the 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 the municipality 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 the municipality with the recruitment, selection and appointment of municipal 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 the Municipality	
Notice service period	

B. PERSONAL DETAILS

Surname					
First Names					
ID or Passport Number					
Gender	Male		Female		
Race	African	Coloured	Indian	White	
Do you have a disability?	Yes			No	
If yes, elaborate					
Are you a South African citizen?	Yes	No	If not, what is your Nationality?		
			Do you have a valid work permit?	Yes	No
Do you hold a professional membership with any professional body? If yes, provide information below	Yes	No	Name of professional Body	Membership Number	Expiry Date

C. CONTACT DETAILS

Telephone number during office hours	()
Mobile phone number	
Postal address	
	Code:
Email Address	
Preferred language for communication	

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Highest educational qualification obtained			
Name of School	Highest Grade	Year Obtained	
Highest Tertiary qualification obtained			
Name of Tertiary Institution	Name of Qualification	NQF Level	Year Obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct during the past ten (10) years?	Yes	No
If yes, Name of Municipality/ Employer		
Type of a Misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalised/Dismissal		
Award/ sanction		
Have you been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary proceedings?	Yes	No

G. CRIMINAL RECORD		
Were you convicted of any criminal offence in a court of law during the past ten (10) years?	Yes	No
If yes, type of criminal act		
Date criminal case finalised		
Outcome/ Judgement		

H. REFERENCE (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cell phone Number	Email

I. 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 or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature:	Date:

