



**CONFIDENTIAL**

## MAKHADO MUNICIPALITY APPLICATION FORM FOR EMPLOYMENT

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 shall be treated with strict confidentiality and shall 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 staff members in terms of the Municipal System Act, 200 (Act No. 32 of 2000).

**DETAILS OF THE ADVERTISED POST** (as reflected in the advert)

Advertised Post applying for	
Reference Number	
Name of the Municipality	
Notice Service Period	

**PERSONAL DETAILS**

Surname					
First Name					
ID or Passport Number					
Gender	Male		Female		
Race	African	White	Coloured	Indian	
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?	Yes	No	Name of professional body	Membership Number	Expiry Date

**CONTACT DETAILS**

Telephone Number during Office Hours	(      )
Mobile Phone Number	
Postal Address	
	Code:
E-mail Address	
Preferred language of Communication	

<b>QUALIFICATIONS (please elaborate on your CV)</b>			
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

<b>WORK EXPERIENCE (please elaborate on your CV)</b>						
Employer (starting with the most recent)	Post Held	From		To		Reason for Leaving
		Month	Year	Month	Year	

<b>DISCIPLINARY RECORD</b>				
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	

<b>CRIMINAL RECORD</b>				
Have you been 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 finalized				
Outcome / Judgment				

<b>REFERENCES (please elaborate on your CV)</b>				
Name of Reference	Relationship	Tel (Office hours)	Cellphone Number	E-mail

<b>DECLARATION</b>	
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