



# uMshwathi Municipality

## APPLICATION FOR EMPLOYMENT FORM

### PURPOSE OF THE FORM

To assist municipalities in selecting suitable candidates for an advertised post.

### INSTRUCTION TO APPLICANT

This form must be **completed in full, accurately and legibly**. Any additional information may be provided in the CV.

Candidates shortlisted for interviews may be requested to furnish additional information that will assist the municipality to expedite recruitment and selection process.

### PLEASE NOTE

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.

### A. DETAILS OF THE ADVERTISED POST

<b>Name of Post:</b>	<b>Notice Number:</b>
<b>Name of Municipality:</b>	<b>Notice Service Period:</b>

### B. PERSONAL DETAILS

<b>Surname:</b>							
<b>Full Names:</b>							
<b>Preferred Name:</b>							
<b>ID or Passport No:</b>							
<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Race</b>	African <input type="checkbox"/>	White <input type="checkbox"/>	Coloured <input type="checkbox"/>	Indian <input type="checkbox"/>	
<b>Do you have a disability?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes, please elaborate:</b>					
<b>Are you a SA Citizen?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If not, what nationality are you?</b>					
<b>Do you hold a professional membership with any professional body?</b>		<b>Do you have a valid work permit?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
		<b>Name of Professional Body:</b>					
		<b>Membership Number</b>			<b>Expiry Date</b>		

### C. CONTACT DETAILS

<b>Cellphone Number</b>	
<b>Telephone Number (during office hours)</b>	
<b>Postal Address</b>	
	<b>Code:</b>
<b>Email Address</b>	
<b>Preferred Language of Communication</b>	

**D. 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

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

Employer (starting with the most recent)	Post Held	Start		End		Reason for leaving
		Month	Year	Month	Year	

**F. DISCIPLINARY RECORD**

Have you been dismissed for misconduct during the past ten (10) years?	Yes	No
If yes, please provide name of Municipality/ Employer		
Type of Misconduct/ Transgression		
Date of Resignation/ Disciplinary Case Finalized/ Dismissal		Award/Sanction
Have you ever been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary proceedings?	Yes	No

**G. CRIMINAL RECORD**

Have you 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 criminal case finalised		
Outcome/Judgement		

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

Name of Referee	Relationship	Tel (office hours)	Cellphone No	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