



UMKHANDLU  
**UMSHWATHI**  
MUNICIPALITY

**uMshwathi Municipality**  
**APPLICATION FOR EMPLOYMENT FORM**  
*Local Government: Regulations on Appointment and Conditions of  
Employment of Senior Managers, 17 January 2014*

**TERMS AND CONDITIONS**

1. The purpose of this form is to assist uMshwathi Municipality in selecting suitable candidates for an advertised post or advertised positions.
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 Curriculum vitae.
3. Candidates shortlisted for interviews or an interview 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 strict confidentiality and will not be used for any other purposes 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 term of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

**A. DETAILS OF THE ADVERTISED POST ( As reflected on the advert)**

Advertised post applying for	
Reference / Notice number	
Name of Municipality	
Notice of 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				
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, please 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, i.e. circle your choice.				
<b>YES OR NO</b>				
Professional Body:		Membership No:	Expiry date:	

<b>C. CONTACT DETAILS</b>				
Preferred language for correspondence				
Telephone Numbers during office hours				
Preferred method for correspondence (Mark with and X)	Post	Email	Fax	
Contact details ( In terms of above)				
<b>D. QUALIFICATIONS (Additional information may be provided on your CV)</b>				
Name of School/ Technical College	Highest Qualification Obtained	NQF Level	Year obtained	
<b>E. WORK EXPERIENCE ( Additional information may be provided on your CV)</b>				
Employer (starting with the most highest)	Position	From	To	Reason for leaving
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:				
<b>F. DISCIPLINARY RECORD</b>				
Have you been dismissed for misconduct on or after 5 July 2011, if yes provide name of institution		YES	NO	
If yes, 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	
<b>G. CRIMINAL RECORD</b>				
Were you convicted of a criminal offense involving financial misconduct, fraud or corruption on or after 5 July 2011, if yes provide details on a separate sheet		YES	NO	
If yes, provide criminal record				
Date criminal record finalised				
Outcome / judgement				

### H. REFERENCE

Name	Relationship	Tell ( Office)	Cell 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 of my candidature or falsification of information may lead to my disqualification or termination of my employment contract, if appointed.

<b>Signature</b>		<b>Date</b>	
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