



**DITSOBOTLA LOCAL MUNICIPALITY
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 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 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 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							
Are you a South African?	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, provide information below.							No
Political Party:		Position:		Expiry date:			
Do you hold a professional membership with any professional body? If yes, provide information below:							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 X)	Post		E-mail		fax		
Correspondence contact details (in terms of above)							



D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of School/ Technical College	Highest Qualification	Year 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 the most recent)	Position	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in Local Government, indicate whether any conditions 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 separate sheet			Yes	No
If yes, type of criminal act:				
Date criminal case finalised:				
Outcome/ Judgement:				

H. REFERENCE				
Name of Referee	Relationship	Tel. (Office hours)	Cell-phone Numbers	E-mail

I. DECLARATION	
<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>	
Signature:	Date: