



## APPLICATION FOR EMPLOYMENT

**NB:** This application form is for the use of any position below Senior Managers/Executive Managers.

### WHAT IS THE PURPOSE OF THIS FORM

To assist our municipality in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

### WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in Makhuduthamaga Local Municipality.

### ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

### SPECIAL NOTES

1. All information be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with **the details in your ID or passport.**
2. Passport number in the case of non-South Africans.
3. This information is required to the assist the municipality to comply with the Employment Equity Act, 1998.
4. This information will only be taken into account if it directly relates to the requirements of the position.
5. Applicants with substantial qualifications or work experience must attach a CV.

### A. THE ADVERTISED POST

Position for which you are applying (as advertised)	
If you are offered the position, when can you start <b>OR</b> how much notice must you serve with your current employer?	

### B. Personal information

Surname				
First names				
Date of birth				
Identification Number				
Race	<b>African</b>	<b>White</b>	<b>Coloured</b>	<b>Indian</b>
Genders			Male	Female
Do you have a disability?			Yes	No
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
And do you have a valid work permit?			Yes	No
Have you been convicted of a criminal offence or been dismissed from employment?			Yes	No
<b>If yes above,</b> provide details				

### C. HOW DO WE CONTACT YOU

Preferred language for correspondence?			
<b>Telephone number during office hours</b>			
<b>Preferred method for correspondence</b>	Tel/Cell	Fax	E-mail
Correspondence contact details (in terms of above)			



**D. LANGUAGE "good", "fair", or "poor"**

D. LANGUAGE "good", "fair", or "poor"						
	Languages (specify)					
Speak						
Read						
Write						

**E. ACADEMIC BACKGROUND**

Name of School/Technical College	Highest qualification obtained	Year obtained

**Tertiary education for each qualification you obtained**

Name of institution	Name of qualification	Year obtained

**F. WORK EXPERIENCE**

Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	

**G. REFERENCES**

Full Name	Relationship to you	Cell/Tel Number

**DECLARATION**

**I declare that all the information provided (any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.**

**Signature:**

**Date:**