



**APPLICATION FOR EMPLOYMENT – SENIOR MANAGERS**

1. This form must be completed in full, accurate and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
2. Candidates shortlisted for interviews may be requested to furnish additional information.
3. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.

<b>A. THE ADVERTISED POST</b>	
Advertised post applying for	
Reference number	
Notice serve period	

<b>B. PERSONAL INFORMATION</b>				
Surname				
First names				
Date of birth				
Identity number or passport number				
Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
Gender			<b>Female</b>	<b>Male</b>
Do you have a disability?			<b>Yes</b>	<b>No</b>
If yes, elaborate				
Are you a South African citizen?			<b>Yes</b>	<b>No</b>
If no, what is your nationality?				
Work permit number (if any)				
Ho you hold a professional membership with any professional body? If yes, provide information below.			<b>Yes</b>	<b>No</b>
Have you been convicted of a criminal offence or been dismissed from employment?			<b>Yes</b>	<b>No</b>
If your profession or occupation requires State or official registration, provide date and particulars of registration				

<b>C. CONTACT DETAILS</b>			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence	<b>Post</b>	<b>E-mail</b>	<b>Fax</b>
C o r r e s p o n d e n c e contact details (in terms of above)			

Signature of applicant:

<b>D. QUALIFICATIONS (additional information may be provided on your CV)</b>			
Name of School/Technical College	Highest qualification obtained	Year obtained	
<b>Tertiary education (complete for each qualification you obtained)</b>			
Name of institution	Name of qualification	NQF Level	Year obtained

<b>E. WORK EXPERIENCE<sup>5</sup> (additional information may be provided on your CV)</b>							
Employer (start with most recent)	Position	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Local Government Sector, indicate whether any condition exists that prevents your re-employment.						<b>Yes</b>	<b>No</b>
If yes, Provide the name of the previous employing municipality							

<b>F. DISCIPLINARY RECORD</b>		
Have you ever been dismissed for misconduct on or after 5 July 2011?	<b>Yes</b>	<b>No</b>
If yes, Name of Municipality / Institution.		
Type of misconduct / Transgression		
Date of Resignation / Disciplinary case finalized		
Award / Sanction		
Did you resign from your job on or after 5 July 2021 pending finalization of the disciplinary proceedings? If yes, provide details on a separate sheet.	<b>Yes</b>	<b>No</b>

Signature of applicant:

<b>G. CRIMINAL RECORD</b>		
Were you ever convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	<b>Yes</b>	<b>No</b>
If yes, type of criminal act		
Date criminal case finalised		
Outcome / Judgement		

<b>H. REFERENCES</b>				
Name of referee	Relationship	Tel (office) hours	Cellphone Number	Email

<b>I. DECLARATION</b>	
I 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:

Signature of applicant: