



Umvoti Municipality

APPLICATION FORM FOR EMPLOYMENT (SENIOR MANAGERS)

INSTRUCTIONS

- 1 The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised pos.
- 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, which must accompany this form.
- 3 Candidates shortlisted for interviews may be requested to furnish additional information that will assist the municipality in expediting recruitment and selection processes.
- 4 All information supplied 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 the 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 period with current employer:

B: PERSONAL DETAILS

Surname			Initials	
First Names			ID or Passport Number	
Race Group	African	Coloured	Indian	White
Gender			Male	Female
Do you have a disability?			Yes	No
If yes, please elaborate				
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
Work Permit Number (if available)				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below.			Yes	No
Political party:	Position:	Expiry Date:		
Do you hold membership with a professional body? If			Yes	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 an X)	Post	Email	Fax
Correspondence contact details (with reference to above)			

D: QUALIFICATIONS (Additional information may be provided on your CV)			
Name of School/College	Highest Qualification obtained		Year obtained
Name of Institution	Qualification title	NQF Level	Year obtained

E: WORK EXPERIENCE (Additional information may be provided on your CV)							
Employer (starting with current/most recent)	Position occupied	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment						Yes	No
If yes, please 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 the municipality/institution		
Type/category of misconduct or transgression		
Date of disciplinary case finalized/resignation		
Award/sanction		
Did you resign from your job on or after 5 July 2011? 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 a separate sheet.	Yes	No
If yes, category or type of criminal act		
Date criminal case finalised		
Outcome/judgement		

H: JOB REFERENCES				
Name of referee	Relationship	Tell No. (Office Hrs)	Cell No.	Email

I: DECLARATION	
<i>I hereby declare that all 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, should I be appointed</i>	

Signature	Date
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