

**ANNEXURE C**

**APPLICATION 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 municipalities with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) and non senior managers in terms of the Victor Khanye Local Municipality's Employment Practice Policy.

**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				
Date of birth				
Identity number				
Race	<i><b>African</b></i>	<i><b>White</b></i>	<i><b>Coloured</b></i>	<i><b>Indian</b></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):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below.				<b>No</b>
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes provide information below				<b>No</b>
Professional Body:	Membership Number:	Expiry date:		

**C. HOW DO WE CONTACT YOU**

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	<b>Post</b>	<b>E-mail</b>	<b>Fax</b>
Correspondence 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	Year obtained	
<b>Name of institution</b>	<b>Name of qualification</b>	<b>NQF Level</b>	<b>Year obtained</b>

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

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

<b>G. CRIMINAL RECORD</b>		
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.	<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. No. (office hours)	Cellphone Number	Email

<b>I. DECLARATION</b>
<i>I declare that all the information provided in this application and including 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 disqualified or termination of my employment contrat, if I am appointed.</i>

Signature:

Date: