



## ANNEXURE C: APPLICATION FORM FOR EMPLOYMENT

- IMPORTANT NOTES TO APPLICANT:**
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. **No applications will be considered if the application form is not attached.**
  3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes. By completing this form, the applicant grants the municipality permission to access information during the vetting and screening process.
  4. All information received shall be treated with strict confidentiality and shall 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 staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)
  6. Applications/Supporting documents larger than 2MB sent via email are not accommodated.
  7. For the implementation of the Employment Equity Act, candidates are encouraged to indicate their race, gender and disability.
  8. No late applications will be considered.
  9. Further communication will be limited to shortlisted candidates. If you do not receive a response within 3 (three) months of the closing date, please consider your application unsuccessful.
  10. All appointments are subject to a medical assessment, criminal record and reference checks from previous and current employer(s).
  11. The Council beholds the right not to make an appointment.
  12. All appointments will be made in terms for the Local Government Municipal Staff Regulations.

Advertised post applying for					
Notice service period					
<b>PERSONAL DETAILS</b>					
Surname					
First Names					
ID or Passport Number					
Gender	Male				Female
Race	African		White		Coloured Indian
Do you have a disability?	Yes	No	If yes, elaborate		
Are you a South African Citizen?	Yes	No	If not, what is your nationality?		
			Do you have a valid work Permit?		Yes
Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership Number	Expiry date
Driver's license	Yes	No	Code:	PrDP	

<b>CONTACT DETAILS</b>					
Telephone number during office hours			(      )		
Mobile phone number					
Postal address					
				Postal Code:	
Email Address					
Preferred language of communication					

<b>QUALIFICATIONS (please elaborate on your CV)</b>					
Highest educational qualification obtained					

Name of the School	Highest Grade	Year obtained

Highest tertiary qualification obtained			
Name of Institution	Name of a qualification	N F level	Year obtained

**WORK EXPERIENCE (please elaborate on your CV)**

Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

**COMPETENCIES**

List all competencies as advertised here (additional page may be added if more explanation is required)	EXCELLENT	COMPETENT	REQUIRES DEVELOPMENT

**DISCIPLINARY RECORD**

Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes, Name of Municipality/ Employer				
Type of a Misconduct/ Transgression				
Date of Resignation/ Disciplinary case finalised/Dismissal				
Award/ sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes		No	

**CRIMINAL RECORD**

Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes		No	
If yes, type of criminal act				

Date criminal case finalised	
Outcome/ Judgment	

REFERENCES (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

DECLARATION	
<ul style="list-style-type: none"><li>• 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.</li><li>• I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.</li><li>• Saldanha Bay Municipality complies with the Protection of Personal Information Act, Act 4 of 2013(POPIA), by submitting your application for a position at Saldanha Bay Municipality you are consenting that the personal information submitted as part of your application may be used during vetting and screening process.</li></ul>	
<b>Signature:</b>	<b>Date:</b>