



# NKETOANA (F.S. 193) LOCAL MUNICIPALITY

(Reitz, Mamafubedu, Lindley & Arlington)

## APPLICATION FOR EMPLOYMENT

### ANNEXURE C

#### 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 strictly 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 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 Service Period	

B. PERSONAL DETAILS				
Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender	Male		Female	
Do you have disability	Yes		No	
If Yes, Elaborate				
Are you a South African Citizen?	Yes		No	
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.	YES		No	
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes, provide information below	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)	
Correspondence contact details (In terms of above)	



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<b>D. Qualifications (Additional Information may be provided on your CV)</b>			
<b>Name of School / Technical College</b>	<b>Highest Qualification Obtained</b>	<b>Year Obtained</b>	
<b>Name of Institution</b>	<b>Name of Qualification</b>	<b>NQF Level</b>	<b>Year Obtained</b>

<b>WORK EXPERIENCE (Additional information may be provided on your CV)</b>			
<b>COMPANY</b>	<b>POSITION</b>	<b>DURATION</b>	<b>REASON FOR LEAVING</b>

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

<b>G. CRIMINAL RECORDS.</b>		
<b>Where 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>	<b>YES</b>	<b>NO</b>
<b>If Yes, Type of criminal act?</b>		
<b>Date criminal case finalized?</b>		
<b>Outcome or Judgement?</b>		



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**H. REFERENCES**

Name of Referee	Relationship	Tel (Office Hours)	Cellphone Number	E-mail

**I. DECLARATION**

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. I understand that any misinterpretation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.

Signature:

Date: