NDLAMBE MUNICIPALITY

P O Box 13, Port Alfred, 6170
Tel: (046) 604 5500
Fax: (046) 624 2669

APPLICATION FOR EMPLOYMENT FORM

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 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)

DETAILS OF THE ADVERTISED POST *(as reflected in the advert)*

Advertised post applying for	
Reference number	
Name of the Municipality	
Notice service period	

PERSONAL DETAILS

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***	***Drivers Licence Code***	**Yes** / **No**
Are you a South African Citizen?	***Yes***	***No***	***If not, what is your nationality?***		
			Do you have a valid work Permit?	***Yes***	***No***
Do you hold a professional membership with any professional body?	***Yes***	***No***	***Name of professional body?***	***Membership Number***	***Expiry date***

01 Causeway Road, Civic Centre, Port Alfred, 6170

CONTACT DETAILS		
Telephone number during office hours		
Mobile phone number		
Mobile phone number		
		Code
Email Address		
Preferred language of communication		

QUALIFICATIONS (please elaborate on your CV)		
Highest educational qualification obtained		
Name of the School	*Highest Grade*	*Year Obtained*

Highest tertiary qualification obtained			
Name of Institution	*Name of a qualification*	*NQF 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*	

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				
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

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 misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.

_____ _____

Signature: **Date:**