



# APPLICATION FORM FOR EMPLOYMENT

## TERMS AND CONDITIONS

1. The application form is designed to assist Nyandeni Local Municipality to select suitable candidates for any advertised position.
2. This form must be completed in full, accurately and legible. All substantial information relevant to a candidate must be provided in this form. Any additional information must be provided in a CV.
3. Additional information may be requested to shortlisted candidates to assist the municipality.
4. All information received will be treated with confidentiality and will not be used for any other purpose other than to assist the municipality with recruitment and selection and appointment of Senior Managers in terms of Local Government: Municipal Systems Amendment Act No. 7 of 2011 and Regulations Gazette No. 37245 of 2014.

### A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Position for which you are applying for (as advertised )	
Reference Number	
Name of the Municipality	
Notice of service period	

### B. PERSONAL DETAILS

Surname							
First Names							
ID NO. or Passport Number							
Race	African		Coloured		Indian		White
Gender	Female			Male			
Do you have Disability?							
If yes Elaborate							

Do you hold any political office in a political party, whether in a permanent, temporal or acting capacity?  
If yes please provide information below

Political Party	Position	Expiry date	/	/
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Do you hold any professional membership with any professional body? If yes provide information

Professional Body	Membership Number	Expiry date	/	/
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### C. CONTACT DETAILS

Preferred language for correspondence	
Telephone during office hours	

Preferred method correspondence (Mark with an X)	Post	Email	Fax
Correspondence contact details (in terms of the above)			

**D. QUALIFICATION** (additional information must be provided in your CV)

Name of attended/ Technical College	Highest Qualification obtained	Year Obtained
Name of Tertiary Institution	Name of Qualification	Year Obtained

**E. WORK EXPERIENCE** (additional information must be provided in your CV)

Employer (starting with current or most recent)	Position	From		Reasons for leaving
		Month	Year	

**F. DISCIPLINARY RECORD**

Have you ever been dismissed for misconduct after July 2011?	Yes	No
If yes, Name of the institution		
Type of misconduct / Transgression		
Date of resignation/ Disciplinary hearing finalized		
Award/ Sanction		
Did you ever resign from or on or after July 2011 pending the finalization of the of the disciplinary proceeding if yes provide a details on a separate sheet		
Yes	NO	

**G. CRIMINAL RECORD**

Were you ever convicted of criminal offence involving financial misconduct, fraud or corruption on or after July 2011? If Yes, provide detail on a separate sheet	Yes	No.
If yes, type of criminal act		
Date of criminal case finalized		
Outcomes/ Judgement		

**H. REFERENCE**

Name of reference	Relationship	Tel.(Office Hours)	Cellphone	Email

**I. DECLARATION**

I, hereby declare that all information provided in this application and any attachment 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:
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