



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. In submitting any information or documentation requested above or any other information that may be requested pursuant to the vacancy advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandenilm.gov.za

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

Position for which you are applying for (as advertised)	
--	--

Notice of service period	
--------------------------	--

B. PERSONAL DETAILS

Surname	
---------	--

First Name(s)	
---------------	--

ID No.	
--------	--

Race	African		Coloured		Indian		White	
------	---------	--	----------	--	--------	--	-------	--

Gender	Female		Male
--------	--------	--	------

Do you have Disability?	
-------------------------	--

If yes Elaborate	
------------------	--

Do you hold any professional membership with any professional body? If yes provide information	No	
--	----	--

Professional Body	Membership Number		Expiry date	/	/
-------------------	-------------------	--	-------------	---	---

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: