



# CAPRICORN

## DISTRICT MUNICIPALITY

### APPLICATION FORM FOR EMPLOYMENT

41 Biccard Street, PO Box 4100, POLOKWANE, 0700. Tel: 015 294 1000, Fax: 015 291 4297

#### Terms and Conditions

1. The purpose of this is to assist the municipality in selecting suitable candidate for an advertised post
2. This form must be completed in full, accurately and eligibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided in the CV
3. Candidate shortlisted for interview may be requested to furnish additional information that will assist municipality to expedite recruitment and selection processes.
4. All information received will be treated with strict 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 the 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. DETAIL OF THE ADVERTISED POST ( as reflected in the advert)

Advertised post applying for	
Reference number	
Name of the municipality	
Notice services Period	

#### B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability			Yes	No
If yes, elaborate				
Are you a South African?			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				No
Political Party:	Position:	Expiry date:		



Do you hold a professional membership with any professional body? If yes, provide information below			No
Professional Body:	Membership Number:	Expiry date:	
<b>C. CONTACT DETAILS</b>			
Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence	Post	E-mail	Fax

<b>D. QUALIFICATIONS(ADDITIONAL INFORMATION MAY BE PROVIDED ON YOUR CV)</b>			
Name of school/Technical college	Highest qualification obtained	Year obtained	
Name of institution	Name of qualification	NQF level	Year obtained

<b>E. WORK EXPERIENCE (ADDITIONAL INFORMATION MAY BE PROVIDED ON YOUR CV)</b>						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in local government, indicate whether any condition exists that prevents you from re-employment				Yes		No
If yes, provide the name of the previous employing municipality						
Correspondence contact details (in terms of above)						

<b>F. DISCIPLINARY RECORD</b>		
Have you been dismissed for misconduct on or after 5 July 2011 ?	Yes	No
If yes, Name of Municipality/Institution:		
Type of a Misconduct/Transgression		
Date of Resignation/Disciplinary case finalized		



Award/Sanction			
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.	Yes	No	
<b>G. CRIMINAL RECORD</b>			
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or before 5 July 2011? If yes, provide details on a separate sheet.	Yes	No	
If yes, type of criminal act			
Date criminal case finalized			
Outcome/Judgment			

<b>H. REFERENCE</b>				
Name of referee	Relationship	Tel. (office hours)	Cellphone Number	Email

<b>I. DECLARATION</b>	
<p>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.</p>	
Signature:	Date:

