



58 Chris Hani Drive,  
Bela-Bela, 0480  
Private Bag X 1609,

## APPLICATION FORM FOR EMPLOYMENT

### TERMS AND CONDITIONS

1. The purpose of this form is to assist Bela-Bela Local 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 Bela-Bela Local Municipality 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 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 /Notice 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, please elaborate		
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:

### CONTACT DETAILS

Telephone number during office hours	(       )
Mobile phone number	
Residential Address	
Postal Address	

Preferred method for correspondence (Mark with an X)	Post	E-mail		Fax		
Email Address						
Preferred language of communication						
<b>QUALIFICATIONS (Please elaborate on your CV)</b>						
<b>Highest Educational qualification obtained</b>						
Name of School	Highest Grade		Year Obtained			
<b>Highest tertiary qualification obtained</b>						
Name of Institution	Name of Qualification		NQF Level		Year Obtained	
<b>WORK EXPERIENCE (Please elaborate on your CV)</b>						
Employer (starting with the most recent)	Post Held	From		To		Reason for leaving
		MM	YY	MM	YY	
<b>DISCIPLINARY RECORD</b>						
Have you been dismissed for misconduct during the past ten (10) years?		Yes		No		
If yes, Name of the Municipality/Employer						
Type of misconduct /Transgression						
Date of Resignation/Disciplinary case finalized/Dismissal						
Award /Sanction						
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?		Yes		No		
<b>CRIMINAL RECORD</b>						
Have you been convicted of any criminal offence in court of law during the past ten (10) years			Yes		No	
If yes, type of criminal act						
Date criminal case finalized						
Outcome / Judgment						

<b>REFERENCE (please elaborate on your CV)</b>				
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:
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