

OUTDSHOORN

Munisipaliteit • Umasipala • Municipality



A TOWN TO WORK, LEARN, PLAY AND PROSPER

APPLICATION FOR EMPLOYMENT IN THE MUNICIPAL SERVICES

NAME OF VACANCY / POSITION:

1. This form must be completed in full, accurately, and legibly in your own handwriting with a black pen. All relevant substantial information must be provided in this form. Any additional information may be provided on the CV.
2. Candidates shortlisted for interviews may be requested to furnish additional information that will assist Oudtshoorn Municipality to expedite recruitment and selection processes.
3. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess suitability to the advertised position.
4. Canvassing for appointment will disqualify an applicant
5. This application form is used to assist the Oudtshoorn 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

EMPLOYMENT EQUITY MONITORING INFORMATION

Race	African	White	Coloured	Indian
Do you have a disability?	Yes	No	If yes, 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	
Postal address	
	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

COMPUTER LITERACY		
Software / Hardware Knowledge	Proficiency	Years' Experience

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 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	

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 finalized				
Outcome/ Judgment				

REFERENCES (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

CHECKLIST:	
PLEASE ENSURE YOU HAVE ATTACHED THE FOLLOWING DOCUMENT. ALL DOCUMENTS SHOULD BE CERTIFIED NOT OLDER THEN THREE (3) MONTHS DOCUMENT	TICK
IDENTITY DOCUMENT	
MATRIC CERTIFICATE OR PROOF OF HIGHEST QUALIFICATION	
FORMAL TERTIARY QUALIFICATION	
DRIVER'S LICENSE	
PROOF OF CRIMINAL RECORD CHECK APPLICATION OR OUTCOME OF CRIMINAL RECORD REPORT NOT OLDER THEN SIX (6) MONTHS	

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. I hereby give consent that my qualifications, credit and criminal records may be verified.

Signature:

Date: