

**APPLICATION FORM FOR EMPLOYMENT** (this application form is available in Afrikaans or isiXhosa)

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 a CV.
2. Candidates shortlisted for interviews may be requested to furnish additional information that will assist George Municipality to expedite recruitment and selection process.
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 George 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		
Race	African	White	Coloured	Indian	
Do you have a disability?	Yes	No	If yes, please elaborate		
Driver's License	Yes	No	Personnel number for internal candidates:		
Are you a South African Citizen?	Yes	No	If not, what is your nationality?		
			Do you have a valid work Permit?		Yes
Do you hold a 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					
<b>QUALIFICATIONS (please elaborate on your CV)</b>					
Highest educational qualification obtained					
Name of the School	Highest Grade		Year Obtained		
<b>Highest tertiary qualification obtained</b>					
Institution	Qualification	NQF level	Year Obtained		
<b>COMPUTER LITERACY</b>					
Software / Hardware knowledge	Proficiency		Years' Experience		

<b>WORK EXPERIENCE (please elaborate on your CV)</b>						
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 finalization 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

**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.

The George Municipality complies with the provision of the Personal Protection of Private Information Act (POPIA). You are hereby giving consent that your information will only be used for the purpose of the position you have applied for

Signature: \_\_\_\_\_ Date: \_\_\_\_\_