



APPLICATION FOR EMPLOYMENT

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 the George Municipality to expedite the 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 the George Municipality with the recruitment, selection, and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Municipal Staff Regulations, 890

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	No
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

QUALIFICATIONS (Please elaborate on your CV)

Highest Educational Qualification Obtained

Name of the School	Highest Grade	Year Obtained

Highest Tertiary Qualification Obtained

Institution	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	

If you were previously employed in Local Government, indicate if there are any conditions that prevent you from re-employment	YES	NO
If yes, provide the name of the municipality and the conditions for non-reemployment		

DISCIPLINARY RECORD			
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No
If yes, Name of 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 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	
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If yes, type of criminal act				
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Date criminal case finalized				
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Outcome/ Judgment				
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GENERAL

Do you have the required Qualifications for the position				
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Do you possess the required experience for the position				
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State the number of years' experience				
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Do you possess the required competencies and skills as stated in the advertisement				
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Do you have the required Local Government Experience				
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REFERENCES (please elaborate on your CV)

Name of Referee	Relationship	Tel (office hours)	Cell Phone 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 for which you have applied.

Signature:	Date:
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