



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 |

| | | | | | | | | | |
|--|-----------|---------------|---------------------------|---------------|-------|-------------------|---------------|-------------|------|
| Home Language | | | | | | | | | |
| Language Proficiency | Afrikaans | | | English | | | Xhosa | | |
| Mark with X | Good | Fair | Weak | Good | Fair | Weak | Good | Fair | Weak |
| Write | | | | | | | | | |
| Read | | | | | | | | | |
| Speak | | | | | | | | | |
| Understand only | | | | | | | | | |
| Other Languages | | | | | | | | | |
| 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 | | |
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COMPUTER LITERACY

| Software / Hardware knowledge | Proficiency | Years' Experience |
|-------------------------------|-------------|-------------------|
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| | | |

WORK EXPERIENCE (Please elaborate on your CV)

| Employer (starting with the most recent) | Post Held | From | | To | | Reason for Leaving |
|--|-----------|-------|------|-------|------|--------------------|
| | | Month | Year | Month | Year | |
| | | | | | | |
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| 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 | |
| If yes, type of criminal act | | | | |
| Date criminal case finalized | | | | |
| Outcome/ Judgment | | | | |
| GENERAL | | | | |
| Do you have the required Qualifications for the position | | | | |
| Do you possess the required experience for the position | | | | |
| State the number of years' experience | | | | |
| Do you possess the required competencies and skills as stated in the advertisement | | | | |
| Do you have the required Local Government Experience | | | | |
| REFERENCES (please elaborate on your CV) | | | | |
| Name of Referee | Relationship | Tel (office hours) | Cell Phone Number | Email |
| | | | | |
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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: