



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

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		

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	

WORK EXPERIENCE (Please elaborate on your CV)

Employer (starting with the most recent)	
Post Held	
From (month and year) – To (month and year)	
Reason for leaving	
List Duties	

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

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: