

## APPLICATION FORM FOR EMPLOYMENT FOR SENIOR MANAGERS

### TERMS AND CONDITION

1. The purpose of this form is to assist Makana municipality panel with the recruitment, selection, and appointment of suitable candidates for senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000)
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.

### A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for				
Reference number (if any)				
Name of Municipality				
Notice service period				

### B. PERSONAL DETAILS

Surname		Title:		
First Names				
ID or Passport Number				
Race	African	White	Coloured	Indian
Gender	Female	Male		
Do you have disability?	Yes	No		
If yes elaborate				
Are you a South African citizen?	Yes:	No:		

If no, what is your Nationality				
Work Permit number (if any)				
Driver's License	Yes	No		
Marital Status	Married:	Single:	Divorced:	Widowed:
Age:	W/Tel:	H/Tel:	Number of dependent:	Cell:
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes provide information below				
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes, provide information below				
Professional Body:	Membership Number:	Expiry date:		

<b>C. CONTACT DETAILS</b>			
Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence (Mark with X	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

<b>D. QUALIFICATIONS (Additional information may be provided on your CV)</b>		
Name of school / Technical College	Highest Qualification Obtained	Year Obtained

<b>E. WORK EXPERIENCE (Additional information may be provided on your CV)</b>				
Employer(starting with the most recent)	Position	From	To	Reason for leaving

If you were previously employed in Local Government indicate whether any condition exists that prevents your re-employment:		Yes	No
If yes, provide the name of the previous employing municipality			
<b>F. DISCIPLINARY RECORDS</b>			
Have you been dismissed for misconduct on or before 05 July 2011?		Yes	No
If yes, Name of Municipality / Institution			
Type of a Misconduct / Transgression			
Date of Resignation / Disciplinary case finalized			
Award / Sanction			
Did you resign from your job on or before 05 July 2011 pending finalization of the disciplinary proceedings, If yes, provide details on a separate sheet			

<b>G. CRIMINAL RECORD</b>		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet		
If yes, type of criminal act		
Date criminal case finalized		
Outcome / Judgment		

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tel(Office hours)	Cell Number	Email

<b>I. DECLARATION</b>	
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	
Signature:	Date: