



MAKANA MUNICIPALITY

Confidential

APPLICATION FOR EMPLOYMENT

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Instruction: To be completed by Applicant's own handwriting, Only certified copies of all qualifications (Certificates, Diploma or Degree) and a Comprehensive Curriculum Vitae must accompany this application form in order to be considered.

TO BE ADDRESSED TO The: Director Corporate Services PO Box 176 GRAHAMSTOWN, 6140 Tel: 046 6036111	POSITION APPLIED FOR:	DIRECTORATE:	Where seen: (please tick)	
			Notice board	
			Local paper	
			Website	
			National paper	

PERSONAL INFORMATION				CONTACT INFORMATION			
Title Mr/Mrs/Miss		Surname		Home Address	Postal address		
First Name							
Date of birth							
ID Number							

MARITAL STATUS				For Affirmative action purposes			
Single		Divorced		Age			
Married		Widowed		Number of children			

Race	Gender	Disability	Drivers License
B	M	Yes	Yes
W	F	No	No
C	Specify disability:		Code
I			

Home Telephone number	Work Telephone number	Cell-phone number

Name of last school attended and address	From (date)	To (date)	Standard completed & subjects passed
Technical college			
University			

Have you ever been employed in a similar or relevant position for which you are applying? If Yes, provide details.	Details of other training /courses/ apprenticeship/ qualifications

DISCIPLINARY RECORDS:		
Have you been dismissed for misconduct? :	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 pending finalization of the disciplinary proceedings, If yes, provide details on a separate sheet:		
CRIMINAL RECORD		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption? If yes, provide details on a separate sheet	Yes:	No:
If yes, type of criminal act		
Date criminal case finalized		
Outcome / Judgment		
PRESENT SALARY		
Present Annual salary		
Present Employer		
Reasons for leaving		
REFEREES		
Either give names of two persons other than relatives (preferably previous employers to which references may be made or attach certified copies of not more than two recent testimonials)		
Name:	Name:	
Address:	Address:	
Telephone number:	Telephone number:	
I give permission that the referees mentioned above may be approached for information. I further certify that all information given by me is true and accurate. I realize that any misrepresentations made herein could render any contract of employment null and void.		
SIGNATURE OF APPLICANT:Date.....		