

# ENGCOBO LOCAL MUNICIPALITY



**Tel: 047 548 5622/57**  
**Fax: 047 548 1078**  
**Ref No: 4/1/2/1**

**P O Box 24**  
**Engcobo**  
**5050**

## APPLICATION FORM FOR EMPLOYMENT

### TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
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 C.V.
3. Candidates shortlisted 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.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the local Government: Municipal System Act 2000 (Act No.32 of 2000).

A. DETAILS OF THE ADVERTISED POST ( as reflected in the advert)				
Advertised post applying for				
Reference number				
Name of Municipality				
Notice service period				
B. PERSONAL DETAILS				
Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African			Yes	No
If no, What is your Nationality?				
Work Permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, temporary Or acting capacity? If yes, provide information below.				

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Political Party:	Position:	Expiry Date:
Do you hold a professional membership with any professional body? If yes, Provide information below		No
Yes		
Professional Body:	Membership Number	Expiry date:

C. CONTACT DETAILS			
Preferred language for Correspondence?			
Telephone number during Office hours			
Preferred method for Correspondence (Mark with An X)	Post	E-mail	Fax
Correspondence contact Details ( in terms of above)			

D. QUALIFICATIONS ( Additional information may be provided on your C.V)			
Name of School/Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

E. WORK EXPERIENCE (Additional information may be provided on your C.V)						
Employer (Starting with The most recent)	Position:	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in local Government, indicate				Yes		No

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Whether any condition exist that prevents your re-employment:			
If yes, provide the name of the previous employing municipality			
<b>F. DISCIPLINARY RECORD</b>			
Have you been dismissed for misconduct on or after 5 July 2011?			
If yes, Name of Municipality/ Institution:			
Type of Misconduct/ Transgression			
Date of Resignation/ Disciplinary case finilised			
Award/ sanction			
Did you resign from your job on or after 5 July 2011 pending Finilisation of the disciplinary proceedings? If yes, provide details On a separate sheet			

<b>G. CRIMINAL RECORD</b>			
Where 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 finilised			
Outcome/Judgement			

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tell(office hours)	Cellphone Number	E-mail

<b>I. DECLARATION</b>	
I hereby declare that all 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: