



EXTERNAL APPLICATION FORM TERMS AND CONDITIONS

1. The purpose of this form is to assist the municipality in selecting 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 CV.
3. 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

COMPLETE THIS FORM

POSITION APPLIED FOR:

DEPARTMENT:

NOTICE SERVICE PERIOD:.....

A. PERSONAL PARTICULARS:

1. Title and Surname (Mr. / Ms.):..... First names:.....
2. Postal Address:..... Code:.....
3. Residential Address :
4. Telephone: (Home):..... (Work): (Cellphone):
5. Identity Number:..... Driver's License Code(s):.....
6. Email Address:
7. Race: (Tick Appropriate Box)

AFRICAN

COLOURED

INDIAN

WHITE

8. Gender:

MALE

FEMALE

9. Are you a South African Citizen?

YES

NO

 If not, specify.....
10. Do you have a valid work permit:

YES

NO

11. Do you hold a professional membership with any professional body:

YES

NO

Name of professional body..... Expiry date.....

B. SCHOOL EDUCATION:

1. Name of School:
Highest Standard: Year Passed.....

#PLEASE ATTACH A COPY OF HIGHEST STANDARD CERTIFICATE TO APPLICATION.

C. TERTIARY QUALIFICATION:

1. Name of Institution: Year obtained:
Highest Degree/ Diploma/ Certificate obtained: NQF level:

#PLEASE ATTACH COPY OF DEGREE / DIPLOMA/CERTIFICATE TO APPLICATION

D. LANGUAGE PROFICIENCY:

1. English: Speak: Other..... Speak:
Write: Write:
Read: Read:

Preferred method for correspondence: **SMS OR EMAIL**

E. PREVIOUS EMPLOYMENT (start with the most recent)

1. Additional Information may be attached.

Name of Employer	From	To	Job title at Employment	Job title at Resignation	Reason for Termination

F. WORK REFERENCES (Indicate with *if may be contacted)

No.	Name	Address	Tel	Occupation
1.				
2.				
3.				

G. GENERAL

1. Do you have any criminal record?

☐ YES☐ NO

2. Please provide particulars if you have been found guilty of any criminal offence:

.....
.....

Please indicate if you have any disability:

☐ YES☐ NO

Please specify.....

H DISCIPLINARY RECORD:

1. Have you been dismissed for misconduct during the past ten (10) years:

☐ YES☐ NO

2. If yes, name of Organisation.....

3. Type of misconduct / Transgression.....

4. Date of resignation / Disciplinary case finalized / Dismissal:

Award / Sanction:

5. Have you been accused of an alleged misconduct and resigned from your job pending finalization of disciplinary proceedings?

☐ YES☐ NO

I certify that the above particulars are to the best of my knowledge true and correct

SIGNATURE..... DATE:.....

FAILURE TO ATTACH REQUIRED DOCUMENTS WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED

DECLARATION

I, hereby declare that all the information provided in this application form and my attachments in support thereof is to the best of my knowledge true and correct. I understand that any misinterpretation or failure to disclose any information may lead to my disqualification or termination of my employment contract if appointed.

Signature:.....

Date: