

SWELLENDAM MUNICIPALITY

APPLICATION FORM FOR EMPLOYMENT AS SENIOR MANAGER

TERMS AND CONDITIONS

1. The purpose of this form is to assist the Swellendam 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 CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist the Swellendam municipality 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 the Swellendam municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).
6. Applicants must complete the application form in own handwriting.
7. Applicants must mark the appropriate block with "X".
8. Applications must be accompanied by a CV, certified copies of **ALL** qualifications, ID document and driver's licence.
9. Any person canvassing with a view of being appointed to a post in the Municipality's service shall not be considered for an appointment.

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

Advertised post applying for	
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	Yes	No
If yes, elaborate		
Are a South African citizen? Yes No	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.		Yes	No
Political Party:	Position:	Expiry date:	
Do you hold a professional membership with any professional body? If yes, provide information below		Yes	No
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 CV)					
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 CV)							
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 whether any condition exists that prevents your re-employment:						Yes	No
If yes, provide the name of the previous employing municipality:							

F. DISCIPLINARY RECORD			
Have you been dismissed for misconduct on or after 5 July 2011?		Yes	No
If yes, Name of Municipality/ Institution:			
Type of a Misconduct/ Transgression			
Date of Resignation/ Disciplinary case finalised			
Award/ sanction			
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.		Yes	No

G. CRIMINAL RECORD			
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.		Yes	No
If yes, type of criminal act			
Date criminal case finalised			
Outcome/ Judgment			

H. REFERENCE				
At least 3 and one must include present employer				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

I. DECLARATION/ VERKLARING

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.

I further declare that if I am invited to attend an interview at the expense of Council and being offered the position and decline it, I will not be reimbursed for traveling and subsistence costs and that i can be held responsible for the cost of re-advertisement of the post.

Signature: Date: