**EMADLANGENI LOCAL MUNICIPALITY**

**APPLICATION FORM FOR EMPLOYMENT**

|  |  |
| --- | --- |
| Advertised post applying for |  |
| Reference number |  |
| Name of municipality |  |
| Notice service period |  |
| **PERSONAL DETAILS** |
| Surname |  |
| First Names |  |
| ID or Passport |  |
| Gender | Male |  | Female |  |
| Race | African | White | Coloured | Indian |
| Do you have a disability? | YES | NO | If yes, elaborate |  |
| Are you south African Citizen | YES | NO | If not, what is your nationality? |  |
| Do you have a valid work permit? | YES | NO |
| Do you hold a professional membership with any professional body? | YES | NO | Name of professional body | Membership Number | Expiry date |
| **CONTACT DETAILS** |
| Telephone number duration office hours | ( ) |
| Mobile phone number |  |
| Postal address |  |
|  | Code |
| Email Address |  |
| Preferred language of communication |  |
| **QUALIFICATIONS (please elaborate on your CV)** |
| Highest education qualification obtained |
| Name of the school | Highest Grade | Year Obtained |
|  |  |  |
| Highest tertiary qualification obtained |
| Name of Institution | Name of qualification | NQF LEVEL | YEAR OBTAINED |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **WORK EXPERIENCE** (Please Elaborate On Your CV) |
| Employer (starting with the most recent) | Post held | FROM | To | Reason for leaving |
| Month | Year | Month | Year |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **DISCIPLINARY RECORD** |
| Have you been dismissed for misconduct during the past ten (10) years? | Yes |  | No |  |
| If yes, Name of municipality / Employer |  |
| Type of a misconduct/ Transgression |  |
| Date of Resignation/ Disciplinary case finalised/ Dismissal |  |
| Award/ sanction |  |
| Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings? | Yes |  | No |  |
| **CRIMINAL RECORD** |
| Have you been convicted of any criminal offence in a court of law | Yes |  | No |  |
| If yes, types of criminal act |  |
| Date criminal case finalised |  |
| Outcome / Judgment |  |
| **REFERENCES** (please elaborate on your cv) |
| Name of referee | Relationship | Tel (office hours) | Cellphone Number | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **DECLARATION** |
| 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 information may lead to my disqualification or termination of my employment contract, if appointed |
| Signature: | Date: |