



# BITOU MUNICIPALITY

## APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised post.
2. The 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 Municipality to expedite recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist the municipality with the recruitment, selection and appointment of staff members.

### DETAILS OF ADVERTISED POST *(as reflected in the advert)*

<b>Advertised post applying for</b>	
<b>Reference Number</b>	
<b>Notice service period</b>	

### PERSONAL DETAILS

<b>Surname</b>					
<b>First Names</b>					
<b>ID or Passport number</b>					
<b>Gender</b>	<b>Male</b>		<b>Female</b>		
<b>Race</b>	<b>African</b>		<b>White</b>	<b>Coloured</b>	<b>Indian</b>
<b>Do you have a disability?</b>	<b>Yes</b>	<b>No</b>	<b>If yes, elaborate</b>		
<b>Are you a South African citizen?</b>	<b>Yes</b>	<b>No</b>	<b>If not, what is your Nationality?</b>		
			<b>Do you have a valid work Permit</b>		<b>Yes</b>
<b>Do you hold a professional membership with any professional body?</b>	<b>Yes</b>	<b>No</b>	<b>Name of Professional Body?</b>		
<b>Professional Body Membership Number:</b>			<b>Expiry date:</b>		

### CONTACT DETAILS

<b>Telephone number during office hours</b>	(      )
<b>Mobile phone number</b>	
<b>Postal Address</b>	
	<b>Code:</b>
<b>Email Address:</b>	
<b>Preferred language of Communication</b>	

<b>QUALIFICATIONS</b> (Please elaborate on your CV)			
<b>Highest educational qualification obtained</b>			
<b>Name of School</b>	<b>Highest Grade</b>	<b>Year Obtained</b>	
<b>Highest tertiary qualification obtained</b>			
<b>Name of institution</b>	<b>Name of Qualification</b>	<b>NQF Level</b>	<b>Year Obtained</b>

<b>WORK EXPERIENCE</b> (Please elaborate on your CV)						
<b>Employer (starting with the most recent)</b>	<b>Position</b>	<b>From</b>		<b>To</b>		<b>Reason for leaving</b>
		<b>MM</b>	<b>YY</b>	<b>MM</b>	<b>YY</b>	

<b>DISCIPLINARY RECORD</b>		
<b>Have you been dismissed for misconduct during the past ten (10) years?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, Name of Municipality/Employer</b>		
<b>Type of Misconduct/Transgression</b>		
<b>Date of Resignation/Disciplinary case finalised/ Dismissal</b>		
<b>Award/sanction</b>		
<b>Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?</b>	<b>Yes</b>	<b>No</b>

<b>CRIMINAL RECORD</b>		
<b>Have you been convicted of any criminal offence in a court of law during the past ten (10) years?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, type of criminal act</b>		
<b>Date criminal case finalised</b>		
<b>Outcome/Judgment</b>		

OTHER			
Are you in the possession of a driver's licence? <i>If Yes, specify Code.</i>	Yes	Code:	No
Do you have another income or business?	Yes		No
Does this company do business with the Municipality?	Yes		No
Do you have any family members that are employed by Bitou Municipality?	Yes		No
If yes, please provide details	Name:		Section:

REFERENCES (Please elaborate on your CV)				
Name of Referee	Relationship	Tel (Office hours)	Cell-phone 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 lead to my disqualification or termination of my employment contract, if appointed.	
Signature:	Date: