



APPLICATION FORM FOR EMPLOYMENT – SENIOR MANAGERS

CENTRAL KAROO DISTRICT MUNICIPALITY

Private Bag X560 / 63 Donkin Street
BEAUFORT WEST
6970

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 CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities 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 in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

A. DETAILS OF THE ADVERTISED POST (as reflected on the advertisement)

| | |
|------------------------------|--|
| Advertised post applying for | |
| Ref. number/Location | |
| Name of the Municipality | |
| Notice service period | |

B. PERSONAL DETAILS

| | | | |
|---|------------|-------|--|
| Surname | | | |
| First Names | | | |
| ID or Passport Number | | | |
| Gender | Male | | Female |
| Race | African | White | Coloured Indian |
| Do you have a disability? | Yes | No | If yes, elaborate |
| Are you a South African Citizen? | Yes | No | If not, what is your nationality? |
| | | | Do you have a valid work permit? |
| Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below. | | | |
| Political Party: | Positions: | | Expiry Date: |
| Do you hold a professional membership with any professional body? | Yes | No | Name of professional body and Membership Numbers |
| | | | Expiry date: |

C. CONTACT DETAILS

| | | | |
|--|------|--------|-----|
| Preferred language of communication | | | |
| Telephone number during office hours | | | |
| Preferred method for correspondence (Mark with X) | Post | E-mail | Fax |
| Correspondence Contact Details (in terms of the above) | | | |

ANNEXURE C
(REGULATION ON APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF SENIOR MANAGERS)

| D. QUALIFICATIONS (please elaborate on your CV) | | | |
|--|-----------------------|---------------|---------------|
| Highest educational qualification obtained | | | |
| Name of the school | Highest grade | Year obtained | |
| | | | |
| Highest tertiary qualification obtained: | | | |
| Name of institution | Name of qualification | NQF level | Year Obtained |
| | | | |

| E. WORK EXPERIENCE (please elaborate on your CV) | | | | | | |
|--|---------------|-------|------|-------|------|--------------------|
| Employer (starting with the most recent) | Position held | From | | To | | Reason for leaving |
| | | Month | Year | Month | Year | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 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 ever been dismissed for misconduct during the past (10) years? | Yes | | No | |
| If yes, Name of Municipality/Employer | | | | |
| Type of 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 | |
| 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. | | | | |

| 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/Judgement | | | | |

| H. REFERENCES (please elaborate on your CV) | | | | |
|--|--------------|--------------------|-------------|-------|
| Name of Referee | Relationship | Tel (office hours) | Cell 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: |

Reference Checking Consent & Authorization Form

Read carefully and completely before signing.

CONSENT

I have applied for employment with the Central Karoo District Municipality and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Central Karoo District Municipality, whether the information is positive or negative.

I authorize the Central Karoo District Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Central Karoo District Municipality from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Central Karoo District Municipality.

| | |
|--|-------------|
| This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I signed. | |
| Applicant Name and Surname: _____ | |
| Applicant Signature: _____ | Date: _____ |