

MUSINA LOCAL MUNICIPALITY

Private Bag X611
Musina, 0900
Phone: 015 - 534 6100



records@musina.gov.za

APPLICATION FOR A VACANCY

A. Details of the advertised post (as reflected in the advert)

Advertised post applying for	
Notice number	
Name of the municipality	
Notice service period	

TERMS AND CONDITIONS

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 on 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 will be treated with strict confidentiality and will not be used for any other purpose than to assess the suitability of the candidate.
5. This form is designed to assist the municipality with recruitment, selection and appointment of Senior Managers in terms of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

B. PERSONAL INFORMATION

SURNAME				
FIRST NAMES				
IDENTITY OR PASSPORT NUMBER (attach a certified copy)				
RACE	African	Colored	Indian	White
GENDER	Male	Female		
Do you have a disability?	YES	NO	Disability - Yes / No (If YES, elaborate)	
Are you a SA Citizen?	YES	NO	IF NO, what is your nationality?	
Do you have a valid work permit?	YES	NO	IF YES, NUMBER:	
Do you hold a professional membership with any professional body? If yes, provide information below				
Professional Body:				
Membership number:		Expiry date:		

C. CONTACT DETAILS

Preferred language of communication			
Telephone number during office hours			
Mobile phone number			
Preferred method for correspondence (mark with X)	Post		Email
Email address:			
Postal address:			

D. EDUCATIONAL QUALIFICATIONS (Additional information may be provided on your CV)

Highest education Qualification obtained

Name of the school

Highest grade:	Year obtained:

Name of institution	Name of qualification	NQF level	Year obtained

E. WORK EXPERIENCE (Additional information may be provided on you CV)

Employer (Starting with the most recent)	Position held	From		To		Reason for leaving
		Month	Year	Month	Year	

F. 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 finalized / Dismissal		
Award / Sanction		
Have you been accused of an alleged misconduct and resigned from your job pending finalization of the disciplinary proceedings?	YES	NO

G. CRIMINAL RECORD

Were you convicted of a criminal offence in a court of law during the past ten (10) years?	YES	NO
If yes, type of criminal act.		
Date criminal case finalized		
Outcome / Judgment		

REFERENCES (please elaborate on your CV).

One referee must be of an HR official who can confirm employment.

Name of Referee	Relationship	Tel (Office hours)	Cellphone number	Email

I. 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 misinterpretation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.

SIGNATURE

DATE