



CONFIDENTIAL

# MOGALAKWENA MUNICIPALITY

## APPLICATION FOR EMPLOYMENT

### WHAT IS THE PURPOSE OF THIS FORM

To assist the municipality in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

### WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in the municipality.

### ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

### SPECIAL NOTES

1. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.
2. Passport number in the case of non-South Africans.
3. This information is required to enable the department to comply with the Employment Equity Act No. 55 of 1998.
4. This information will only be taken into account if it directly relates to the requirements of the position.
5. Applicants with substantial qualifications or work experience must attach a CV.

### A. THE ADVERTISED POST

|  |  |
|--|--|
| Position for which you are applying ( <i>as advertised</i> ) | Department where the position was advertised   |
| Reference number (as stated in the advert)                   | If you were offered the position, when can you start OR how much notice must you serve with your current employer? |

### B. PERSONAL INFORMATION

|   |         |  |  |       |  |  |          |  |  |        |  |  |  |
|---|---------|--|--|-------|--|--|----------|--|--|--------|--|--|--|
| Surname   |         |  |  |       |  |  |          |  |  |        |  |  |  |
| First Names   |         |  |  |       |  |  |          |  |  |        |  |  |  |
| Postal Address  |         |  |  |       |  |  |          |  |  |        |  |  |  |
| Date of Birth   |         |  |  |       |  |  |          |  |  |        |  |  |  |
| Identity Number <sup>2</sup>  |         |  |  |       |  |  |          |  |  |        |  |  |  |
| Race <sup>3</sup>   | African |  |  | White |  |  | Coloured |  |  | Indian |  |  |  |
| Gender <sup>3</sup>   |         |  |  |       |  |  | Female   |  |  | Male   |  |  |  |
| Do you have disability? <sup>3</sup>  |         |  |  |       |  |  | Yes      |  |  | No     |  |  |  |
| Are you a South African citizen?  |         |  |  |       |  |  | Yes      |  |  | No     |  |  |  |
| If no, what is your nationality?  |         |  |  |       |  |  |          |  |  |        |  |  |  |
| And do you have a valid work permit?  |         |  |  |       |  |  | Yes      |  |  | No     |  |  |  |
| Have you been convicted of a criminal offence or been dismissed from employment? <sup>4</sup> |         |  |  |       |  |  | Yes      |  |  | No     |  |  |  |
| If Yes, state the particulars   |         |  |  |       |  |  |          |  |  |        |  |  |  |

### C. HOW DO WE CONTACT YOU

|  |          |     |        |
|--|----------|-----|--------|
| Method of correspondence                           | Tel/Cell | Fax | E-mail |
| Correspondence contact details (in terms of above) |          |     |        |

| <b>D. LANGUAGE PROFICIENCY – state ‘good’, ‘fair’, or ‘poor’</b> |                     |  |  |  |  |  |
|--|---------------------|--|--|--|--|--|
|  | LANGUAGES (Specify) |  |  |  |  |  |
|  |                     |  |  |  |  |  |
| Speak  |                     |  |  |  |  |  |
| Read   |                     |  |  |  |  |  |
| Write  |                     |  |  |  |  |  |

| <b>E. QUALIFICATIONS<sup>5</sup></b>                              |                                |               |
|---|--------------------------------|---------------|
| Name of School/Technical College                                  | Highest qualification obtained | Year Obtained |
| Tertiary education (complete for each qualification you obtained) |                                |               |
| Name of institution   | Name of qualification          | Year Obtained |
|   |                                |               |
|   |                                |               |
|   |                                |               |
| Current study (institution and qualification):                    |                                |               |

| <b>F. WORK EXPERIENCE<sup>5</sup></b> |           |      |    |    |    |                    |
|---------------------------------------|-----------|------|----|----|----|--------------------|
| Employer (including current employer) | Post Held | From |    | To |    | Reason for leaving |
|                                       |           | MM   | YY | MM | YY |                    |
|                                       |           |      |    |    |    |                    |
|                                       |           |      |    |    |    |                    |
|                                       |           |      |    |    |    |                    |
|                                       |           |      |    |    |    |                    |
|                                       |           |      |    |    |    |                    |
|                                       |           |      |    |    |    |                    |

| <b>G. REFERENCES</b> |  |  |
|----------------------|--|--|
|                      |  |  |
|                      |  |  |
|                      |  |  |

| <b>DECLARATION</b>   |              |
|--|--------------|
| I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed. |              |
| <b>SIGNATURE:</b>  | <b>DATE:</b> |