

MUSINA LOCAL MUNICIPALITY

Private Bag X611
Musina, 0900
Phone: 015 - 534 6100
Fax: 086 517 0049



msnarecords@limpopo.co.za

APPLICATION FOR A VACANCY

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

Advertised post
applying for

Notice number

Name of Municipality

Notice Service period

Please read Appendix 1 (last page) when completing this application form

B. PERSONAL INFORMATION

SURNAME				
FIRST NAMES				
IDENTITY OR PASSPORT NUMBER NUMBER (attach a certified copy)				
RACE	African	Coloured	Indian	White
GENDER	Male	Female		
AGE			Disability - Yes / No YES, elaborate	(if)
Are you a SA Citizen	YES	NO	IF NO, what is your nationality ?	
Work Permit number				
Do you hold any political office in a political party, whether in a permanent temporary or acting capacity ? If yeas, provide information below.				No
Political party		Position:		Expiry Date
Do you hold a professional membership with any professional body. If yes, provide information below				
Professional Body:				No
Membership number:			Expiry date:	

C. CONTACT DETAILS

Preferred language for correspondence				
Telephone number during office hours				
Preferred method for correspondence (mark with X)	Post	email	fax	
Correspondence contact details (in terms of above)				

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

Name of School / Technical College			
Highest Qualification obtained			
Year obtained			
Name of institution	Name of qualification	NQF level	Year obtained

Only applications with the required qualifications for the position will be considered. Documentary evidence must accompany your application (**CERTIFIED COPIES**)

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

Employer (Starting with the most recent)	Position	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in Local Governmentm indicate whether any condition exists that prevents your re-employment:						Yes	No
If yes, provide the name of the previous employing municipality							

PRESENT POST AND SALARY

Present post	<input type="text"/>
Present salary scale	<input type="text"/>
Present salary notch	<input type="text"/>
Present allowance (specify)	<input type="text"/>

REFERENCES: (at least three)

Name	Address	Profession	Contact telephone number

SUNDRY INFORMATION

State sport participation

Any criminal offence

Language proficiency

Contributor towards Unemployment Insurance (UIF)

Yes	No
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GENERAL DECLARATION

I, the undersigned, hereby declare as follows:

That the particulars furnished by me are to the best of my knowledge correct

That I agree to assume duties on

on the notch

per year if my application is successful.

That I accept the information as defined in the advertisement, the attached Annexure 1 and such legal agreements as well as my official letter of appointment and conditions between me and the Council.

Date

SIGNATURE

Should you not have been invited for an interview within 7 days after the closing date it must be accepted that your application was unsuccessful. Your CV can not be mailed back to you.

APPENDIX 1

- 1 In the event of being officially requested, travelling and subsistence allowances on a basis determined by the Council, will be paid.

- 2 A candidate who canvasses any Councillor or official of the municipality for preference will be disqualified immediately from the selection process or from appointment.
- 3 An accompanying letter with such further details you may deem necessary may be submitted with your application.
- 4 The deliberate concealment of information or submission of unjust information, can occasion summarily dismissal.
- 5 Fraudulent qualifications or documentation, including drivers licence, will immediately disqualify any applicant.
- 6 It is a requirement that employees reside within the municipal area, unless, on request the Council decides otherwise.
- 7 On the assumption of duties, a schedule of basic rules or conduct will be handed to the applicant which must be complied with.
- 8 Appointment is subject to existing agreements, legislation and by-laws, and the applicant undertakes to abide thereby.
- 9 The **original completed** application form with certified copies must be directed to:-
The Municipal Manager
Musina Municipality
Private Bag X611
0900 MUSINA
- 10 If submitted by fax or e-mail the original application form plus certified copies must be submitted should you be invited for an interview.
- 11 Applicants who previously applied for this position are invited to apply afresh.
- 12 The Musina Local Municipality has a firm commitment to the advancement of designated groups, including women and the disabled.
- 13 **If an applicant is invited for an interview at the expense of the Municipality and such applicant , being offered the position and later refuses acceptance thereof, the Municipality shall be entitled to claim reimbursement of all travelling and subsistence allowances paid to such an applicant. The Municipality shall also be entitled to claim advertising expenses from such applicant.**