

MUSINA LOCAL MUNICIPALITY

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



APPLICATION FOR A VACANCY (SENIOR MANAGER)

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

Advertised post
applying for

Notice number

Name of 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 YES, elaborate) (If	
Are you an SA Citizen	YES	NO	IF NO, what is your nationality?	
Work Permit number (if any)				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, 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 the 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

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

Employer (Starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
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 been dismissed for misconduct on or after 5 July 2011?	Yes	
If yes, Name of Municipality / Institution		
Type of Misconduct / Transgression		
Date of resignation / Disciplinary case finalised		
Award / Sanction		
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.	Yes	No

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. EMPLOYMENT CONFIRMATION REFERENCES (NB: Please note that the screening process requires a referee to whom you reported directly)

Name of Referee	Relationship	Contact number (Office hours land line)	Cellphone number	Email address
	HR Office: last employer(compulsory)			

I. DECLARATION

<i>I hereby declare that all the information provided in this application and any attachments in support thereof are, 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.</i>
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SIGNATURE

DATE