

MUSINA LOCAL MUNICIPALITY

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



APPLICATION FOR A VACANCY

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

Advertised post applying for	
Post Reference number	
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 fully, 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 and supported by recently certified copies.
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.	Shortlisted candidates may be subjected to suitability checks including but not limited to Security Background Checks, Citizenship/Nationality, Qualifications, Criminal Record and Employment History. By signing and submitting the application form, you are giving consent for the Screening and vetting process to take place
6.	This form is designed to assist the municipality with recruitment, selection and appointment of staff members in terms of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

B. PERSONAL INFORMATION

SURNAME				
FIRST NAMES				
IDENTITY OR PASSPORT NUMBER (<u>attach a certified copy</u>)				
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. EDUCATION

Name of school attended	
Highest grade:	

Highest Tertiary Qualification obtained? (Certified Copies of Certificates to be attached)		
Name of institution	Name of qualification	NQF level

E. EMPLOYMENT RECORD					
Employer (Starting with the most recent)	Position held	From		To	
		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		
Have you been convicted of any 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		

H. REFERENCES (please elaborate on your CV).

One referee must be an HR official, and one referee must be a direct supervisor who can confirm employment

Name of Referee	Relationship	Land line number <i>*Compulsory</i>	Cellphone number <i>*Compulsory</i>	Email <i>*Compulsory</i>

I. DECLARATION AND GRANTING OF CONSENT- BY APPLICANT

	Initial in the block to declare and give consent
(1) I hereby declare that all the information provided (Including Personal, Academic information and employment history) in this application and any attachments in support thereof is to the best of my knowledge, accurate and up to date.	
(2) Further, I the undersigned confirms that my personal information will be shared with and verified by the duly authorised Verification Information Supplier / designated person and may be further stored and shared with any other legitimate company or body as part of the screening and vetting process.	
(3) I the undersigned understand that the verification process for which I grant consent may include: • Credit information verification • Verification of the validity of qualifications, certificates and professional body membership where applicable • Employment history verification of current and previous employers • Criminal Record verification • Fraud Record verification • Misconduct / Disciplinary records verification • Citizenship / Nationality and Identity document verification • Driver's license & vehicles	
(4) I understand that any misrepresentation or failure to disclose any substantial information may lead / result in my disqualification or termination of my employment contract, if appointed.	

APPLICANT SIGNATURE**DATE**