

## ANNEXURE C



### NALA LOCAL MUNICIPALITY

#### APPLICATION FORM FOR EMPLOYMENT (ONLY FOR SENIOR MANAGERS)

Senior Managers refers to only Managers directly accountable to Municipal Manager.

1. The purpose of this form is to assist the Municipality in selecting suitable candidate 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 in this form. Any additional information may be provided on the CV.
3. Candidate 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 strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of Senior Managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

#### DETAILS OF THE ADVERTISED POST (as reflected in the advert)

|                              |  |
|------------------------------|--|
| Advertised post applying for |  |
| Reference number             |  |
| Name of the Municipality     |  |
| Notice service period        |  |

#### PERSONAL DETAILS

|  |         |          |                                  |                   |             |
|--|---------|----------|----------------------------------|-------------------|-------------|
| Surname  |         |          |                                  |                   |             |
| First Names  |         |          |                                  |                   |             |
| ID or Passport Number                                |         |          |                                  |                   |             |
| Gender   | Male    |          | Female                           |                   |             |
| Race   | African | Coloured |                                  | Indian            | White       |
| Do you have a disability                             | Yes     | No       | If yes, elaborate                |                   |             |
| Are a South African Citizen                          | Yes     | No       | If no, what is your Nationality? |                   |             |
|  |         |          | Work Permit Number?              |                   | No          |
| Do you hold a professional membership with any body? | Yes     | No       | Name of Professional Body:       | Membership Number | Expiry date |

#### CONTACT DETAILS

|                                      |         |
|--------------------------------------|---------|
| Telephone number during office hours | (     ) |
| Mobile Phone number                  |         |
| Postal Address                       |         |
| Code:                                |         |

|                                     |  |
|-------------------------------------|--|
| Email Address                       |  |
| Preferred language of communication |  |

|   |                       |               |               |
|---|-----------------------|---------------|---------------|
| <b>QUALIFICATIONS</b> (please elaborate on your CV) |                       |               |               |
| Highest Educational Qualification Obtained          |                       |               |               |
| Name of School                                      | Highest Grade         | Year Obtained |               |
|   |                       |               |               |
|   |                       |               |               |
| Highest Tertiary Qualification Obtained             |                       |               |               |
| Name of Institution                                 | Name of Qualification | NQF Level     | Year Obtained |
|   |                       |               |               |
|   |                       |               |               |
|   |                       |               |               |

|  |          |      |    |    |    |                    |
|--|----------|------|----|----|----|--------------------|
| <b>WORK EXPERIENCE</b> (please elaborate on your CV) |          |      |    |    |    |                    |
| Employer (Starting with the most recent)             | Position | From |    | To |    | Reason for leaving |
|  |          | MM   | YY | MM | YY |                    |
|  |          |      |    |    |    |                    |
|  |          |      |    |    |    |                    |
|  |          |      |    |    |    |                    |
|  |          |      |    |    |    |                    |

|  |     |  |    |
|--|-----|--|----|
| <b>DISCIPLINARY RECORD</b>   |     |  |    |
| Have you been dismissed for misconduct during the past (10) years?   | Yes |  | No |
| If yes, Name of the Municipality/ Institution:   |     |  |    |
| Type of a Misconduct/ Transgression.   |     |  |    |
| Date of Resignation/ Disciplinary case finalised   |     |  |    |
| Award/ Sanction  |     |  |    |
| Have you been accused of alleged misconduct and resigned from your job pending finalisation of disciplinary proceedings? | Yes |  | No |

|   |     |  |    |
|---|-----|--|----|
| <b>CRIMINAL RECORD</b>  |     |  |    |
| Have you been convicted from a criminal offence in court of law during the past (10) years? | Yes |  | No |
| If yes, type of criminal act  |     |  |    |
| Date criminal case finalised  |     |  |    |
| Outcome/ Judgment   |     |  |    |

|  |              |                    |               |       |
|--|--------------|--------------------|---------------|-------|
| <b>REFERENCE</b> (please elaborate on your CV) |              |                    |               |       |
| Name of Referee                                | Relationship | Tel (office hours) | Mobile Number | Email |
|  |              |                    |               |       |
|  |              |                    |               |       |
|  |              |                    |               |       |

|   |       |
|---|-------|
| <b>DECLARATION</b>  |       |
| 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 misrepresentation or failure to disclose any information may lead to my disqualification of termination of my employment contract, if appointed. |       |
| Signature:  | Date: |