

APPLICATION FORM FOR EMPLOYMENT
SENIOR MANAGERS

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 in 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 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).

Enquiries: 051 412 2727
 e-mail: lorraine.mkhwane@centlec.co.za
 website: www.centlec.co.za

30 Rhodes Avenue, Oranjesig
 Bloemfontein, 9300

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)				
Advertised post applying for				
Reference number				
Name of Municipality				
Notice service period				
B. PERSONAL DETAILS				
Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African 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 the information below				No
YES				
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes, provide information below				No
Yes				
Professional Body:	Membership Number:	Expiry date:		
C. CONTACT DETAILS				
Preferred language for correspondence?				

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Telephone number during office hours							
Preferred method for correspondence (Mark with an X)	Post	E-mail		Fax			
	Correspondence contact details (in terms of above)						
D. 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	No		

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If yes, Name of Municipality/Institution:			
Type of Misconduct/Transgression			
Date of Resignation/Disciplinary case finalized			
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/Judgment			

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

I. DECLARATION	
<i>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 or termination of my employment contract, if appointed.</i>	
Signature:	Date: