



APPLICATION FORM FOR EMPLOYMENT OF SENIOR MANAGERS
(SECTION 56 MANAGERS)

TERMS AND CONDITIONS

1. The purpose of this form is to assist a 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 C.V.
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 Amendment Act of 2011 read in conjunction with the 2014 DECOG Regulations on the employment and conditions of service of senior managers in municipalities)

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	Male		Female	
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 (if any):	
Do you hold any political Office in a political party, whether in a permanent, temporary	No

Or acting capacity? If yes, provide information below:				
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 No:		Expiry Date:	
C. CONTACT DETAILS				
Preferred language for Correspondence?				
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 MM YY	To MM YY	Reason for leaving
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 pervious employing Municipality:				
F. DISCIPLINARY RECORD				
Have you been dismissed for misconduct on, or after 5 July 2011?		Yes	No	
If yes, Name of Municipality/Institution:				
Type of a 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				
Where 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)	Cell phone number	E-mail
L. 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:		