



**THEMBISILE HANI LOCAL MUNICIPALITY  
APPLICATION FORM FOR EMPLOYMENT: GENERAL  
(CONFIDENTIAL)**

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 strict confidentiality and shall 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 staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

**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				
Gender	<i>Male</i>		<i>Female</i>	
Race	<i>African</i>	<i>Coloured</i>	<i>Indian</i>	<i>White</i>
Do you have a disability?			<i>Yes</i>	<i>No</i>
If yes please elaborate				
Are you a SA Citizen?			<i>Yes</i>	<i>No</i>
If not, what is your nationality?				
Do you have a valid work permit				
Do you hold a professional membership with any professional body? If yes provide information below			<i>Yes</i>	<i>No</i>
<i>Professional Body</i>	<i>Membership Number</i>		<i>Expiry Date</i>	

**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 the above

**D. QUALIFICATIONS (Please elaborate 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 held

From

To

Reason for  
Leaving**Month****Year****Month****Year**If you were previously employed in Local Government, indicate whether any  
conditions exist 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 during the past ten (10) years

**Yes****No**

If yes, Name of Municipality/Employer

Type of Misconduct/Transgression

Date of Resignation/Disciplinary case  
finalized/Dismissal

Award or Sanction

Have you been accused of an alleged misconduct and resignation 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?	<b>Yes</b>	<b>No</b>
If yes type of criminal act		
Date of criminal case finalised		
Outcome/ Judgment		

**H. REFERENCES(please elaborate on your CV)**

Name & Surname	Relationship	Tel. (Office hours)	Cell Number	E mail

**I. DECLARATION**

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.

Signature:

Date: \_\_\_\_\_