



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

## APPLICATION FORM FOR EMPLOYMENT FOR SENIOR MANAGERS

### TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable senior manager candidates for an advertised position.
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 the municipality to expedite the recruitment and selection process.
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 the 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).

### A. DETAILS OF THE ADVERTISED POST (as reflected in the advertisement)

Advertised post applying for	
Reference number (if any)	
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 our 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 information below.	Yes		No				
Political Party		Position		Expiry date			
Do you hold a professional membership with any professional body? If yes, provide information below	Yes		No				
Professional Body		Membership Number		Expiry date			

### C. CONTACT DETAILS

Preferred language for correspondence							
Telephone number during office hours							
Preferred method for correspondence (Mark with X)	Post		E-mail		Fax		
Correspondence contact details (in terms of above)							

<b>D. QUALIFICATIONS (Additional information may be provided on your CV)</b>			
Name of School / Technical College	Highest Qualification Obtained		Year Obtained
Name of Institution	Name of Qualification	NQF Level	Year Obtained

<b>E. WORK EXPERIENCE (Additional information may be provided on your CV)</b>							
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:							

<b>F. DISCIPLINARY RECORD</b>				
Have you been dismissed for misconduct on or after 5 July 2011?			Yes	No
If yes, Name of Municipality / Institution:				
Type of Misconduct / Transgression				
Date of Resignation / Disciplinary case finalised				
Award / Sanction				
Did your 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

<b>G. CRIMINAL RECORD</b>				
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on separate sheet.			Yes	No
If yes, type of criminal act:				
Date criminal case finalised:				
Outcome / Judgement:				

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Telephone (Office hours)	Cell Phone Numbers	E-mail

<b>I. DECLARATION</b>	
<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: