



**APPLICATION FORM FOR EMPLOYMENT**

**TERMS AND CONDITIONS**

1. The purpose of this form is to assist Joburg Market 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 Joburg Market to expedite recruitment and selection processes.
4. All information received will be treated with strict 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 Joburg Market 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 advert)**

Advertised post applying for	
Reference number	
Notice service period	

**B. PERSONAL DETAILS (\* required for employment equity reporting)**

Surname				
First Names				
ID or Passport Number				
*Race (Mark with an X)	African	Coloured	Indian	White
*Gender (Mark with an X)	Female		Male	
*Do you have a disability? (Mark with an X)	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 a professional membership with any professional body? If yes, provide (Mark with an X)			Yes	No
Professional Body:	Membership Number:	Expiry date:		
<b>C. CONTACT DETAILS</b>				
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)				

<b>D. QUALIFICATIONS (Additional information may be provided on your CV)</b>		
Name of School / Technical College		
Name of Institution		

<b>E. WORK EXPERIENCE (Additional information may be provided on your CV)</b>						
Employer (starting with most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government / Public Service, indicate whether any condition exists that prevents your re-employment: (mark with an x)				Yes		No
If yes, provide the name of the previous employing municipality / municipal entity						

<b>F. DISCIPLINARY RECORD</b>		
Have you been dismissed for misconduct?	Yes	No

If yes, Name of Municipality/ Municipal Entity:		
Type of a Misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalised		
Award/sanction		
Did you resign from your job pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet. (mark with an x)	Yes	No

**G. CRIMINAL RECORD**

Were you convicted of a criminal offence involving financial misconduct, fraud or corruption? If yes, provide details on a separate sheet. (mark with an x)	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 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:
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