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Ref: Application form of employment in UDM

## APPLICATION FOR EMPLOYMENT

### A. DETAILS OF THE ADVERTISED POST (AS REFLECTED IN THE ADVERTISEMENT)

Post applied for

Post Reference number

Department (in which post is based)

Closing date for applications


### TERMS AND CONDITIONS

- 1 The purpose of this form is to assist the municipality in selecting suitable candidates for the advertised post
- 2 This form must be completed in full, accurately, and legibly. All substantial information relevant must be provided on 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 in expediting recruitment, selection, and screening processes
- 4 All information received will be treated with strict confidentiality and will not be used for any purpose other than to assess the suitability of the candidate for the position applied for.
- 5 This form is designed to assist the municipality with the recruitment, selection, and appointment of employee(s) in terms of the UDM Recruitment policy
- 6 Signing of this form binds the applicant to these terms and conditions, the relevant legislative requirements, and the applicable regulations, as well as relevant municipal policies on recruitment of staff (copies of these policies will be made available on request)

**B. PERSONAL INFORMATION**

SURNAME				
FIRST NAMES				
IDENTITY OR PASSPORT NUMBER (attach a certified copy)				
RACE (For statistical purpose)	African	Colored	Indian	White
GENDER	Male	Female		
Do you have a disability?	Yes	No	If <u>YES</u> , elaborate	
Are you a SA Citizen	YES	NO	If <u>NO</u> , what is your nationality?	
Work Permit number (if any)				
Do you hold a professional membership with any professional body? <u>If yes</u> , provide information below				
Professional Body:	Membership No:		Expiry Date:	

**C. CONTACT DETAILS**

Preferred language for correspondence			
Telephone number during office hours			
Preferred method for correspondence (mark with X)	Post	email	fax
Correspondence contact details (in terms of above)			

**D. EDUCATIONAL QUALIFICATIONS (ADDITIONAL INFORMATION MAY BE PROVIDED ON YOUR CV)**

Name of School / Technical College			
Highest Qualification obtained			
Year obtained			
<b>Name of institution</b>	<b>Name of qualification</b>	<b>NQF level</b>	<b>Year obtained</b>


#### E. WORK EXPERIENCE (ADDITIONAL INFORMATION MAY BE PROVIDED ON YOU 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 <u>YES</u> , provide the name of the previous employing municipality							

#### F. DISCIPLINARY RECORD

Have you been dismissed for misconduct	Yes	No
If <u>YES</u> , 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 finalization of disciplinary proceedings? If <u>YES</u> , provide details on a separate sheet.	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.		Yes	No
If <u>YES</u> , type of criminal act			
Date criminal case finalized			
Outcome / Judgment			

#### H. REFERENCE

NAME OF REFREEE	RELATIONSHIP	TELEPHONE (office hours)	CELL PHONE	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**