



## Application for Employment

### A THE ADVERTISED POST

Position for which you are applying (as advertised) .....	Department where the position was advertised .....	Reference number (as stated in the advert) .....
--	---	---

### B. PERSONAL INFORMATION

Surname									
First Names									
Date of Birth									
ID number									
Race ( <i>mark with an X</i> )		<i>African</i>		<i>White</i>		<i>Coloured</i>		<i>Indian</i>	
Gender ( <i>mark with an X</i> )	<i>FEMALE</i>	<i>MALE</i>	Do you have a disability?		<i>YES</i>		<i>NO</i>		
Are you a South African Citizen?			<i>NO</i>	<i>YES</i>	If no, what is your Nationality				
And do you have a valid work Permit?								<i>NO</i>	<i>YES</i>
Have you ever been convicted of criminal offence or been dismissed from any employment?									
If Yes indicate the reason/s:									

### C. HOW DO WE CONTACT YOU

Preferred language for correspondence?				
Telephone number during office hours				
Preferred method for correspondence	Post		E-mail	Fax

### D. QUALIFICATIONS 5 (please ignore if you have attached a CV with these details)

Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

**E. WORK EXPERIENCE 5 (please ignore if you have attached a CV with these details)**

Employer (including current employer)	Post held	From		To		Reason for Leaving
		MM	YY	MM	YY	

**F. REFERENCES (please ignore if you have attached a CV with these details)**

Name	Relationship to you	Tel. No. (office hours)

**DECLARATION**

***I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.***

Signature:

Date:

**IMPORTANT INFORMATION**

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly. This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport. This information is required to enable Kgatelopele Municipality to comply with the Employment Equity Act, 1998 as amended. This information will only be taken into account if it directly relates to the requirements of the position. Applicants with substantial qualifications or work experience must attach a Resume.