



+27 28 514 8500

info@swellendam.gov.za

swellenmun

www.swellendam.gov.za

+27 28 514 2694

49 Voortrek Street, Swellendam | P.O Box 20, Swellendam 6740

## APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist the municipality in selecting suitable candidates for an advertised post.
2. The 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 recruitment and selection processes.
4. All information received shall 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 the municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act. No. 32 of 2000)

### DETAILS OF ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference Number	
Name of the Municipality	
Notice service period	

### PERSONAL DETAILS:

Surname						
First Names as per I.D.						
ID or Passport number					D.O.B.	
Number of dependent children						
Marital Status	Single	Unmarried	Married	Divorced	Widower	Widow
Gender	Male				Female	
Race	African	White	Coloured	Indian	Asian	Other
Do you have a disability?	Yes	No	If yes, elaborate			
Are you a South African citizen?	Yes	No	If not, what is your Nationality?			
			Do you have a valid work permit?		Yes	No
Do you hold a professional membership with any professional body?	Yes	No	Name of Professional Body?			
Professional Body Membership number:					Expiry date:	

### CONTACT DETAILS:

Telephone number during office hours	( )
Landline	
Mobile phone number	
Postal address	
	Code
Email address:	

Preferred language of Communication			
<b>LANGUAGE PROFICIENCY:</b> (In the schedule below, indicate your proficiency as “Good”; “Fair”; “Poor” or “None”)			
Language	Read	Write	Speak
Afrikaans			
English			
Xhosa			
Other (Specify)			

<b>QUALIFICATIONS</b> (Please elaborate on your CV)			
Highest educational qualification obtained			
Name of School	Highest Grade		Year Obtained
Highest Tertiary qualification obtained			
Name of Institution	Name of Qualification	NQF Level	Year Obtained

<b>WORK EXPERIENCE</b> (Please elaborate on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		Month	Year	Month	Year	

<b>DISCIPLINARY RECORD</b>				
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes, Name of Municipality/Employer				
Type of a Misconduct/ Transgression				
Date of Resignation/ Disciplinary case finalised/ Dismissal				
Award/ sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes		No	

CRIMINAL RECORD		
Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes	No
If yes, type of criminal act		
Date criminal case finalised		
Outcome/ Judgment		

OTHER			
Are you in the possession of a driver's licence? If yes, specify Code.	Yes	Code:	No
Do you have another income or business?	Yes	No	
Does this company do business with the Municipality?	Yes	No	
Do you have any family members that are employed by Swellendam Municipality?	Yes	No	
If yes, please provide details	Name:	Section:	

REFERENCES (Please elaborate on your CV)				
Name of Referee	Relationship	Tel (Office hours)	Cell phone Number	E-mail

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:

**For your information:**

- (a) *If an applicant is invited to attend an interview at the expense of Council and such applicant, being offered the position, do not accept the appointment, Council will not reimburse the applicant with a Traveling and Subsistence costs.*
- (b) *Any person canvassing to be appointed in a position in the Council's service, shall not be considered for such an appointment.*

**POPIA**

*Approval for processing of personal information: By signing the application for, you acknowledge that you are aware that your personal information may, for purposes of your application, be processed by Swellendam Municipality in terms of the stipulations of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).*