



Application for Internship/Learnership Programme

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist the Bitou Local Municipality in selecting a person for an advertised post.</p> <p>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.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position at Bitou Municipality.</p> <p>ADDITIONAL INFORMATION</p> <p>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.</p> <p>SPECIAL NOTES</p> <p>1 - 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.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the municipality to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV and attach certified copies of qualifications.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <th colspan="5" style="text-align: left; padding: 5px;">A. THE ADVERTISED PROGRAMME</th> </tr> <tr> <td colspan="5" style="padding: 5px;">Programme for which you are applying (as advertised)</td> </tr> <tr> <td style="width: 60%; padding: 5px;">Reference number (as stated in the advert)</td> <td colspan="4" style="padding: 5px;">If you are offered the position, when can you start OR how much notice must you serve with your current employer?</td> </tr> <tr> <td colspan="5" style="height: 20px;"></td> </tr> <tr style="background-color: #e0e0e0;"> <th colspan="5" style="text-align: left; padding: 5px;">B. PERSONAL INFORMATION</th> </tr> <tr> <td style="width: 30%; padding: 5px;">Surname</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">First Names</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Date of Birth</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">ID number ²</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Race ³</td> <td style="padding: 5px; text-align: center;"><i>African</i></td> <td style="padding: 5px; text-align: center;"><i>White</i></td> <td style="padding: 5px; text-align: center;"><i>Coloured</i></td> <td style="padding: 5px; text-align: center;"><i>Indian</i></td> </tr> <tr> <td style="padding: 5px;">Gender ³</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px; text-align: center;"><i>FEMALE</i></td> <td style="padding: 5px; text-align: center;"><i>MALE</i></td> </tr> <tr> <td style="padding: 5px;">Do you have a disability? ³</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td style="padding: 5px;">Are you a South African Citizen?</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td style="padding: 5px;">If no, what is your Nationality</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">And do you have a valid work Permit?</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td style="padding: 5px;">Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td style="padding: 5px;">If your profession or occupation requires State or official registration, provide date and particulars of registration.</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td colspan="5" style="height: 20px;"></td> </tr> <tr style="background-color: #e0e0e0;"> <th colspan="5" style="text-align: left; padding: 5px;">C. HOW DO WE CONTACT YOU</th> </tr> <tr> <td style="padding: 5px;">Telephone number during office hours</td> <td colspan="4" style="padding: 5px;">()</td> </tr> <tr> <td style="padding: 5px;">Cell phone details</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Email address;</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Postal address;</td> <td colspan="4" style="padding: 5px;"></td> </tr> </table>	A. THE ADVERTISED PROGRAMME					Programme for which you are applying (as advertised)					Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?									B. PERSONAL INFORMATION					Surname					First Names					Date of Birth					ID number ²					Race ³	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>	Gender ³			<i>FEMALE</i>	<i>MALE</i>	Do you have a disability? ³			<i>YES</i>	<i>NO</i>	Are you a South African Citizen?			<i>YES</i>	<i>NO</i>	If no, what is your Nationality					And do you have a valid work Permit?			<i>YES</i>	<i>NO</i>	Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴			<i>YES</i>	<i>NO</i>	If your profession or occupation requires State or official registration, provide date and particulars of registration.										C. HOW DO WE CONTACT YOU					Telephone number during office hours	()				Cell phone details					Email address;					Postal address;				
A. THE ADVERTISED PROGRAMME																																																																																																																				
Programme for which you are applying (as advertised)																																																																																																																				
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?																																																																																																																			
B. PERSONAL INFORMATION																																																																																																																				
Surname																																																																																																																				
First Names																																																																																																																				
Date of Birth																																																																																																																				
ID number ²																																																																																																																				
Race ³	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>																																																																																																																
Gender ³			<i>FEMALE</i>	<i>MALE</i>																																																																																																																
Do you have a disability? ³			<i>YES</i>	<i>NO</i>																																																																																																																
Are you a South African Citizen?			<i>YES</i>	<i>NO</i>																																																																																																																
If no, what is your Nationality																																																																																																																				
And do you have a valid work Permit?			<i>YES</i>	<i>NO</i>																																																																																																																
Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴			<i>YES</i>	<i>NO</i>																																																																																																																
If your profession or occupation requires State or official registration, provide date and particulars of registration.																																																																																																																				
C. HOW DO WE CONTACT YOU																																																																																																																				
Telephone number during office hours	()																																																																																																																			
Cell phone details																																																																																																																				
Email address;																																																																																																																				
Postal address;																																																																																																																				

D. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'			
	Languages (specified)		
	English	Afrikaans	Xhosa
Speak			
Read			
Write			

E. QUALIFICATIONS ⁹ (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)		

DECLARATION	
<i>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.</i>	
Signature:	Date:

Note:
The prescripts as contained in council's approved Recruitment and Selection policy is applicable.