



Application for Employment

WHAT IS THE PURPOSE OF THIS FORM

To assist the Bitou Local Municipality in selecting a person for an advertised post.

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.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position at Bitou Municipality.

ADDITIONAL INFORMATION

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.

SPECIAL NOTES

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.

2 - Passport number in the case of non-South Africans.

3 - This information is required to enable the municipality to comply with the Employment Equity Act, 1998.

4 - This information will only be taken into account if it directly relates to the requirements of the position.

5 - Applicants with substantial qualifications or work experience must attach a CV and attach certified copies of qualifications.

A. THE ADVERTISED POST

Position 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

African

White

Coloured

Indian

Gender ³

FEMALE

MALE

Do you have a disability? ³

YES

NO

Are you a South African Citizen?

YES

NO

If no, what is your Nationality

And do you have a valid work Permit?

YES

NO

Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴

YES

NO

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

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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)		

F. WORK EXPERIENCE ⁹ (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		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employer							

G. REFERENCES (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

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.