

FRANCES BAARD

DISTRICT MUNICIPALITY

Private Bag X6088
KIMBERLEY, 8300

TEL: (053) 8380911 51 Drakensberg Avenue
FAX: (053) 8611538 KIMBERLEY, 8301

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

NOTE:

COMPLETION OF THIS FORM:

Persons who wish to apply for an advertised position should complete this form in his/her own handwriting.

The undermentioned notes refer to the completion of the application.

- 1. Information supplied will be treated in the strictest confidence and will not be used for any other purpose than to assess the suitability of a person for employment as is permitted by law. **CERTIFIED COPIES OF QUALIFICATIONS** and relevant documents **MUST** accompany this application.*
- 2. Certified copies required of **IDENTITY DOCUMENT** or **PASSPORT** and **WORK PERMIT** in the case of non-RSA citizens.*
- 3. Information required to ensure compliance with the Employment Equity Act.*
- 4. Information will only be used if it relates to requirements of the position.*
- 5. May be ignored if a detailed CV which includes all information, is attached.*
- 6. Canvassing for appointment will disqualify an applicant.*

ADVERTISED POSITION

Position applied for: _____

Advertisement seen in: _____

Earliest date on which duties can be assumed: _____

PERSONAL INFORMATION (REFER NOTE 1)

EMPLOYMENT EQUITY DETAILS (REFER NOTE 3)

RACE	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
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GENDER	<i>Female</i>	<i>Male</i>
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DISABILITY	<i>YES</i>	<i>NO</i>
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DISABILITY DESCRIPTION:

QUALIFICATIONS AND TRAINING (REFER NOTE 5)

	School	University / College	Technikon / Other
1 Name of Institution			
2 Qualifications and year obtained.			
3. Subjects	1..... 2..... 3..... 4..... 5.....	1..... 2..... 3..... 4..... 5.....	1..... 2..... 3..... 4..... 5.....

EXPERIENCE (REFER NOTE 5)

EMPLOYER'S NAME:				
LENGTH OF SERVICE	<i>From</i> <i>To</i>			
DESIGNATION				
ANNUAL SALARY				
FRINGE BENEFITS	1. 2. 3.

<i>SUMMARY OF DUTIES</i>	
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
<i>Reason for Change</i>					

HOBBIES AND ACHIEVEMENTS (5)

State any particular interest in sport and hobbies etc., and mention achievements in any field and/or position held

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PERSONAL REFERENCES PREFERABLY IN WORK CAPACITY (5)

<i>NAME</i>	<i>OCCUPATION</i>	<i>TELEPHONE</i>
1.		
2.		
3.		

FOR OFFICE USE ONLY

Appointed as: From:
.....

STATEMENT

I declare that the information furnished is correct and that should my application constitute a legal appointment and should I fail to assume duties accordingly, the Council may initiate legal proceedings against me for breach of contract.

Signature: Date:
.....

Provide date and details of registration: _____
