March 2024

APPLICATION FOR EMPLOYMENT

Private Bag X52 Malmesbury 7299
Tel no (022) 487 9400
E-mail: swartlandmun@swartland.org.za

1. DIRECTIONS

(a) The purpose of this form is to assist Swartland Municipality in selecting suitable candidates for an advertised post.
(b) This form must be completed in full, accurately and legibly. All substantial information relevant to an applicant must be provided in this form. Any additional information may be provided on the CV.
(c) Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
(d) 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.
(e) This form is designed to assist Swartland Municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)
(f) Original certificates and other documents must not be submitted with this application.
(g) All questions must be answered in full. This also applies to employees of Swartland Municipality.

2. DETAILS OF THE ADVERTISED POST (as reflected in the advertisement)

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

3. PERSONAL DETAILS

Dr	Mr	Mrs	Miss	Male	Female	Married	Single	Divorced	Widower	Widow

SURNAME	PREVIOUS SURNAME	Staff No (Internal Applicants)

First names (in full)	Preferred Language of Communication

Date of Birth	Age	Identity number

Race	African	White	Coloured	Indian

Do you have a disability?	Yes		No		If yes, state the particulars thereof:			
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	Membership number	Expiry date	

Is any of your family in the service of this municipality? If yes, state the name of the person and relationship.	Yes		No	
	Name:			
	Relationship:			

4. CONTACT DETAILS

Postal Address		Tel no during office hours	( )
		Mobile phone no	
Postal Code			
E-mail Address			

5. QUALIFICATIONS (please elaborate on your CV)

Highest educational qualification obtained (Attach copies of certificates)

Name of School	Highest Grade obtained	Year obtained

Subjects passed	Grade	Symbol	Subjects passed	Grade	Symbol
1.			5.		
2.			6.		
3.			7.		
4.			8.		

Highest Tertiary Qualification obtained (Attach copies of certificates)

Name of Institution	Name of Qualification	NQF Level	Year obtained
1.			
2.			
3.			

Apprenticeship (Attach copy)

Trade	
Period of Apprenticeship	
At which firm did you complete your Apprenticeship?	

Further formal studies

Are you currently busy with further formal studies?	Yes		No	
If yes, state the name of the qualification				
Expected date of completion				

Drivers licence (Attach copy)

Motorcycle <125cc	Motorcycle >125cc	Light vehicle		Heavy vehicle		Extra heavy vehicle		Licence number	
Code A1	Code A	Code B	Code EB	Code C	Code C1	Code EC	Code EC1	Period valid	
								Learners licence	

Language proficiency:
In the schedule below indicate your proficiency as **Good**, **Fair**, **Poor** of **None**.

	Afrikaans	English	Xhosa	Other: ……
Write				
Read				
Speak				

Computer proficiency:
In the schedule below indicate your proficiency as **Good**, **Fair**, **Poor** of **None**.

Microsoft Word	Microsoft Excel	MS PowerPoint	E-mail	Other: ……

6. WORK EXPERIENCE (please elaborate on your CV)

In the schedule below indicate all the posts you have held in chronological order, your current or last post first.

Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	
1.						
2.						
3.						
4.						
5.						
Gross salary required:	R per annum					

7. DISCIPLINARY RECORD

Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes, Name of Municipality/Employer				
Type of 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 finalization of the disciplinary proceedings?	Yes		No	

8. 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				

9. REFERENCES (please elaborate on your CV)

Name of Referee	Relationship	Tel (office hours)	Cell phone number	E-mail

10. ALGEMEEN / GENERAL

INTERNAL APPLICANTS: Herewith I agree that my personal file may be revealed to the appointment committee.	Yes		No	

11. CHECKLIST

Are copies of the following attached? (Mark appropriate block)

Identity Document		Qualification Certificates	
Drivers licence		School Certificate	
Last Payslip		Did I complete all sections of the application form?	

12. DECLARATION

a. 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.

b. **CONSENT** for the processing of personal information in terms of the Protection of Personal Information Act, Act 4 of 2013 ('POPIA')

I hereby authorise Swartland Municipality to use, review and process any personal information (as defined in POPIA) provided in this form in support of the application made hereby.

I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information and hereby give my consent to the Swartland Municipality to collect, process, store and distribute relevant personal information where the Municipality may be required to do so, solely in respect of this application, and to dispose of such personal information as required by law, on the understanding that the Municipality:

- implements reasonable security safeguards designed to protect personal data from loss, misuse, alteration, destruction or damage; and
- takes steps to limit access to personal data to those officials who need to have access to it.

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Signature of Applicant **Date**