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Postal Address  
 P.O. Box 1134  
 Mthatha,5099



Email : info@ntinga.org.za

Website : www.ntinga.org.za

## APPLICATION FORM FOR EMPLOYMENT

The purpose of this form is to assist the Entity in selecting suitable candidates for an advertised post. This 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. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes. 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. This form is designed to assist 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 THE ADVERTISED POST** (as reflected in the advert)

Advertised post. applying for			
Reference number			
Name of the Entity			
Notice service period			
<b>PERSONAL DETAILS</b>			
Surname			
First Names			
ID or Passport Number			
Gender	Male		Female
Race	African	White	Colored Indian
Do you have a disability?	Yes	No	If yes, elaborate
Are you a South African	Yes	No	If not, what is your

Citizen?			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

**CONTACT DETAILS**

Telephone number during office hours	(    )
Mobile phone number	
Postal address	
	Code:
Email Address	
Preferred language of communication	

**QUALIFICATIONS (please elaborate on your CV)**

Highest educational qualification obtained.			
Name of the School	Highest Grade	Year Obtained	
Highest tertiary qualification obtained.			
Name of Institution	Name of a qualification	NQF level	Year Obtained

**WORK EXPERIENCE (please elaborate on your CV)**

Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

**DISCIPLINARY RECORD**

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 finalized/Dismissal				
Award/ sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalization 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 finalized				
Outcome/ Judgment				

**REFERENCES (please elaborate on your CV)**

Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

**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:
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