

SUNDAYS RIVER VALLEY MUNICIPALITY

TEL: 042 2307700

FAX: 042 2031799 P.O. BOX 47 KIRKWOOD 6120

APPLICATION FOR EMPLOYMENT

NOTE

1. All particulars in this application are treated as confidential.
2. Canvassing for appointment will disqualify an applicant.
3. Changing of conditions on this form will disqualify your application.
4. A successful candidate who willfully makes a false statement renders him/herself liable to dismissal.

A. GENERAL PARTICULARS OF CANDIDATE

TITLE (Prof., Dr., Mr., Ms., Mrs.) INITIALS AND SURNAME: _____

POSITION APPLIED FOR: _____

HOW DID YOU BECOME AWARE OF THE POSITION (e.g. General Enquiry, SRVM Employee, etc):

IF ADVERTISEMENT, NAME PUBLICATION: _____

SALARY REQUESTED: _____

WHEN CAN YOU ASSUME DUTY? _____

B. PERSONAL DETAILS (PRINT)

Surnames _____ Maiden name _____

First Names _____

Date of Birth /...../...../ Gender: Male/ Female Marital Status _____

Number of dependant children _____ Their ages _____

Nationality _____ Town where born _____

S.A. Identity no _____ Tel: home _____ work _____

Home address _____

Postal address and code _____

Employer of husband/wife _____

His /Her capacity _____ Tel . No. Work _____

Why are you applying for this position _____

If you are selected for an interview are you prepared to undergo testing? **YES/ NO** (Mark applicable)

State any physical and or mental defect or disease and or chronic disease _____

Special interests including Sport and Hobbies _____

Have you ever been convicted of a criminal offence or being dismissed from employment or ever been declared insolvent? **YES/ NO** (Mark applicable) If **yes** furnish particulars on a separate sheet.

Do you have a driver's license? **YES / NO**
If you are in a possession of a vehicle are you prepared to use it for official purposes at remuneration? **YES/ NO**
State no:
Code/s :

| C. QUALIFICATIONS (Please attached certified copies of all qualifications. No original documents please.) | | | |
|--|--------|--------------------|-------|
| | SCHOOL | UNIVERSITY/COLLEGE | OTHER |
| Name of Institution | | | |
| Qualifications and date obtained | | | |
| Subjects Passed | | | |
| Subject not yet completed | | | |

Apprenticeship being, or was completed as _____

Institution where apprenticeship is being /was completed _____

| PERIOD | | | |
|---------------|--------------|-------------|--------------|
| FROM | | TO | |
| YEAR | MONTH | YEAR | MONTH |
| | | | |

| D. LANGUAGE PROFICIENCY (Indicate proficiency as Good, Average or Below average) | | | |
|---|-------|------|-------|
| LANGUAGE | SPEAK | READ | WRITE |
| AFRIKAANS | | | |
| ENGLISH | | | |
| OTHER (Name the language) | | | |

E. **EXPERIENCE** (State in sequence all periods covering the last 10years even periods of unemployment, military services, fulltime study, etc.)

| Name of Employer | Capacity or type of work | FROM | | TO | | REASON FOR LEAVING |
|------------------|--------------------------|------|--|----|--|--------------------|
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Do you engage directly or indirectly in any business profession, trade or calling or do you undertake any work for remuneration other than stated in this application form. **YES / NO** (Mark applicable block)

F. PRESENT EMPLOYER

NAME.....PERIOD EMPLOYED.....

G. FINANCIAL PARTICULARS

Present Annual Salary(Salary only).....R.....

Present Financial fringe Benefits.....R.....

.....R.....

TOTAL R.....

Present increment date.....Present period of notice.....

State if contractually obligated to your present or previous employer(e.g. amount, committed period)

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| H. DETAILS OF PREVIOUS APPLICATIONS TO THE SUNDAYS RIVER VALLEY MUNICIPALITY | | |
|---|-------------------------------------|--------------------------------------|
| Posts applied for and year: | | |
| Did you undergo a selection test at the time | | |
| I. PERSONAL REFERENCES (Name three present or former colleagues/heads/-but not relatives) | | |
| NAME | Address and Telephone Number | Relationship (e.g. Colleague) |
| 1. | | |
| 2. | | |
| 3. | | |
| J. SUMMARY OF CAREER | | |
| NOTE : Give a summary of your career and also state any particular abilities, experience, courses you have followed; societies to which you belong; special achievements in any field and any relevant duties | | |
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| K. DECLARATION BY APPLICANT | | |
|--|---|-------------|
| I DECLARE THAT | | |
| 1. I undersigned, do hereby acknowledge myself to be truly and lawfully indebted to the Sundays River Valley Municipality the total sum of the costs incurred by the said council to advertise the vacancy concerned or a pro rata share thereof, and any costs incurred to enable me to attend an interview with officials of the Municipality, should I fail to commence duties after having been advised, and accepted my appointment in writing. | | |
| 2. I confirm that the information herein supplied by myself is correct, and understand that I can be held legally liable for the consequences of any intentional misrepresentation. | | |
| | | |
| SIGNATURE | SIGNATURE OF GUARDIAN IF UNDER THE AGE | DATE |
| FOR OFFICIAL USE ONLY | | |
| Appointed with effect from.....Designation..... | | |
| Salary Grade.....Notch..... | | |
| Head of Department.....Date..... | | |

