

Witzenberg Municipality with the Head Office in Ceres serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet and Op-die-Berg.

APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. 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.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities in expediting recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any purpose other than to assess the suitability of the applicant.
5. This form is designed to assist the municipality with the recruitment, selection, and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).
6. Please complete the application form in your own handwriting; certified copies must be attached.
7. **Please ensure that the referent number (Telephone/cellphone) and email address are relevant, current, and correct, and that the referent is your direct Supervisor / Manager (Disclosing of incorrect reference information will lead to disqualification of the application)**

Advertise a post applying for	
Reference number	
Notice Services period	

Personal Details

Surname							
First Name							
ID or Passport Number							
Age of applicant							
Gender	Male			Female			
Race	African		White		Coloured		Indian
Do you have a disability?	Yes	No	If yes, elaborate				
Are you a South African Citizen	Yes	No	If not, what is your nationality?				
Are you married	Yes	No	Do you have a valid work Permit		Yes	No	
How many children do you have?							

Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership number	Expiry date
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Do you have any family members who are employed by the Witzenberg Municipality /	Yes	No
If yes, provide details	Name:	
	Section:	

Please indicate if you have a driver's license

Type of Driver's License	Indicate Code	PRDP (Indicate Yes or No) If in progress, attached proof	Learner licence - Which code

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)			
The highest educational qualification obtained			
Name of the School	Highest Grade	Year Obtain	
Highest tertiary qualification obtained			
Name of Institution	Name of Qualification	NQF Level	Year obtain

WORK EXPERIENCE (Please elaborate on your CV)						
Employer(starting with your most recent employer)	Post Held	From		To		Reason for leaving
		Month	Year	Month	Year	

DISCIPLINARY RECORD				
Have you ever been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes name the Municipality				
Type of misconduct / Transgression				
Date of Resignation / Disciplinary case finalised / Dismissal				
Award / Sanction				
Have you been accused of alleged misconduct and resigned from your job pending the finalisation of the disciplinary proceedings?	Yes		No	

CRIMINAL RECORD				
Have you ever been convicted of any criminal offence in a court of law?	Yes		No	
If Yes, type of criminal act				
Date criminal case finalised				
Outcome /Judgement				

HEALTH AND FITNESS			
Do you have any conditions that will prevent you from working uninterrupted for 12 months?	Indicate yes or no	Control	Uncontrolled
Do you have any medical conditions, illnesses, or physical impairments preventing you from performing your duties as per the advert (Listed on the advert under requirements) of the position you are applying for?			

References (Please elaborate on your CV)				
Name of Referee	Relationship	Tel(Office)	Cell phone number	Email (Please provide the email address of the referent)

DECLARATION	
<p>I hereby declare that all the information provided 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. My appointment will be subject to the Conditions of Service and the Policy of the Witzenberg Municipality.</p> <p>If I am invited to attend an interview at the expense of the Witzenberg Municipality and is offered the position and if I do not accept the appointment, the Witzenberg Municipality will not entertain my travelling and subsistence costs. I undertake to refund any payment made by the Witzenberg immediately (in respect of interview expenses incurred) on my refusal to accept the position after same had been offered to me and accept the fact that if I fail to refund these costs to the Council, the Council may institute the necessary legal steps to recover same.</p> <p>Hereby I the applicant grant permission to the Witzenberg Municipality for qualification, credit, criminal record verification and current / previous employment reference checks.</p>	
Signature:	Date:

Please confirm whether the following documents are attached:

Curriculum Vitae	
Cover Letter	
Relevant qualifications required per the advertisement (Certified)	
Relevant Certificate (s)	
Certify Copy of ID	
Driver's licence (if applicable)	
Computer Literacy certificate (if applicable)	

****Please make sure that no original documents are submitted. ****