

CONFIDENTIAL

NAMAKWA DISTRICT MUNICIPALITY



VAN RIEBEECK STREET
PO BOX 5
SPRINGBOK
8240

Tel.: 027 712 8000
Fax: 027 712 8040

APPLICATION FOR EMPLOYMENT

Please answer all questions in your own handwriting. Mark with a cross (X) where applicable. The information is strictly confidential.

Title (eg. Mr, Ms, etc.).....Surname.....

Christian names First name.....

Postal addressPostal code.....

Residential addressPostal code.....

Telephone number (home) code no (work) codeno

When can you accept service?

For which post do you apply?.....

1. PERSONAL

- 1.1 Date of birth / /
- 1.2 Identity number: / / / / / / / / / / / / / / /
- 1.3 Nationality S.A. Citizen: Other
- 1.4 Residential permit no.
- 1.5 Marital status:
- Date of the above:
- 1.6 Dependents (children and other - state their age):
-
- 1.7 Home languageOther mastered languages
- 1.8 Name and address of parents / guardian / relative
-
- Postal code Tel (code).....number

2. QUALIFICATIONS

2.1 *School qualifications*

- 1) Place
- 2) Standard / grade passed c) Year

2.2 *Tertiary qualifications*

A

Name of institute	
Year	
Qualifications achieved	

B

Name of institute	
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Year	
Qualifications achieved	

C

Name of institute	
Year	
Qualifications achieved	

*** Attach certified copies of all qualifications achieved.**

3. EMPLOYMENT HISTORY

3.1 *Current job*

Name and address of employer	
Position held	

3.2 *Previous jobs*

A

Name, telephone and address of employer	
Service period	
Position held and duties	
Reason for resignation	

B

Name, telephone and address of employer	
Service period	
Position held and duties	
Reason for resignation	

C

Name, telephone and address of employer	
Service period	
Position held and duties	
Reason for resignation	

D

Name, telephone and address of employer	

Service period	
Position held and duties	
Reason for resignation	

3.3 **Total work experience:** Years..... Months

3.4 **References**

A

Name	
Address	
Telephone number	

B

Name	
Address	
Telephone number	

C

Name	
Address	

Telephone number	
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*** Attach certified copies of testimonials.**

4. GENERAL (specify YES or NO)

4.1 Is this your first application at Namakwa District Municipality?

If not, when?

4.2 Do you have a family member working at Namakwa District Municipality?
 If so, state the name and relationship

4.3 Driver's licence Specify code

4.4 You can write any other information on a piece of paper or on your Curriculum Vitae and hand it in with your application form.

5. STATE OF HEALTH

Do you have any physical- or mental disability? (If YES, give a short description. You must hand in a medical certificate).

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Do you have mild habits?

6. DECLARATION

I understand that the information given to Namakwa District Municipality will form the basis for any employment at Namakwa District Municipality and that Namakwa District Municipality has the right to suspend me if incorrect information is given to them.

SIGNATURE..... DATE

NOTE: Please note that canvassing at Council members is prohibited and may cause your application not to be considered.

EMPLOYMENT IS SUBJECTED TO THE BASIC CONDITIONS OF EMPLOYMENT OF THE COUNCIL WHICH INCLUDE THE FOLLOWING:

- 1) A probation period of six months, during which permanent employment will be considered.
- 2) A written notice of one calendar month for termination of service on both sides.

- 3) Leave benefits according the Council's leave regulations.
- 4) Every officer must carry out any legal duties that are requested from time to time by his / her Head of Department.
- 5) Compulsory membership to one of the approved Medical Schemes for Local Authorities at employment.
- 6) Compulsory membership to one of the approved Pension funds at employment.
- 7) Choice to join the Big Medical Expense Insurance.
- 8) Compulsory membership to the Group Life Insurance Scheme.
- 9) Successful applicants who have membership to another approved Pension fund, which benefits can be carried over, can continue to contribute to that fund.