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BEAUFORT WEST MUNICIPALITY – APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist the Municipality in selecting suitable candidates for an advertised position.
2. This form must be completed in full, accurately and in your own hand writing with a black pen. All material information applicable to a candidate must be provided on this form. Any additional information can be provided on the CV.
3. Candidates who are shortlisted for interviews may be asked to provide additional information that will assist Municipality in speeding up recruitment and selection processes.
4. All information provided will be treated as strictly confidential and will not be used for any purpose other than to assess the suitability of the application.
5. This form is designed to assist the Municipality with the recruitment, selection and appointment of staff members in terms of the Local Government: Municipal Systems Act, 2000 (Act, no. 32 of 2000).

DETAILS OF ADVERTISED POST (AS INDICATED ON THE ADVERTISEMENT)

Apply for advertised job	
Reference Number	
Name of the Municipality	
Notice Service Period	

PERSONAL INFORMATION

Surname							
Name / s							
ID or passport number				Married	Y	No	Number of children (eg:2)
				Divorced	Y	No	
Gender	Male			Female			
Race	Black		White		Coloured		Indian
Do you have a disability?	Yes	No	If yes specify				
Are you a South African citizen	Yes	No	If not, what is your Nationality?				
			Do you have a valid work permit?		Yes		No
Professional membership in a body?	Yes	No	Name of professional body:		Membership Number:		Expiry date:
Do you have a valid driving license?	Yes	No	Code :	Do you have sober habits		Yes	No

CONTACT DETAILS

Telephone number during office hours			
Cell phone number			
Postal address			
			Code:
E-mail address			
Home language			
Preferred language of communication			

QUALIFICATIONS (EXPAND IN YOUR CV.)

Highest educational qualification		
Name of School	Highest grade	Year obtained

HIGHEST ACQUISITION ACQUIRED			
Name of Institution	Name of qualification	NQF-Level	Year obtained

BWM 5

WORK EXPERIENCE (PLEASE EXPAND ON CV)						
Employer (start with most recent)	Post	From		Till		Reason for leaving
		Month	Year	Month	Year	

DISCIPLINARY RECORD			
Have you been fired in the last 10 years for misconduct?	Yes		No
If yes, name of the Municipality / Employer			
Type of misconduct or Offence			
Date of resignation /settlement of disciplinary case / dismissal			
Verdict / Sanction			
Are you accused of alleged misconduct and did you resign from your job before the disciplinary case was settled?	Yes		No

CRIMINAL RECORD			
Have you been convicted of any criminal offenses in the court of law in the last 10 years?	Yes		No
If so , type of offence			
Date of completion of criminal case?			
Outcome / Judgement			

RECOMMENDATIONS				
Name of reference	Relationship	Tel (Office hours)	Cellophane number	E-mail

APPLICANT CONFIRMATION AND DISCLAIMER INTERMS OF POPIA

By submitting my personal information on Beaufort west Municipality's application form, I, the undersigned applicant confirms that:

1. I agree to Beaufort West Municipality personally or through a third-party service provider:
 - 1.1 The collection and capture of my personal information,
 - 1.2 The storage of my personal information for the period necessary to determine my suitability for any current or future employment opportunities at the Beaufort West Municipality, and,
 - 1.3 to verify my identity, the personal information I have provided and my suitability for the role, by conducting background checks on my credit, criminal and work history.
2. Unless Beaufort West Municipality is required by law to do so, my personal information will not be shared with other than Beaufort West Municipality third party service Providers without any express consent.
3. I understand that:
 - 3.1 I have the right to object to the access of my personal information;
 - 3.2 My personal information will be processed solely for the purpose set out above, to determine my suitability for any current or future employment opportunities at Beaufort West Municipality;
 - 3.3 My personal information will be permanently discarded by Beaufort West Municipality at my express request and subject to the requirements set out in the POPIA;
 - 3.4 Beaufort West Municipality may need to conduct a background check or verify the information provided. The Municipality may therefore pass on certain information to a third-party service provider to do so on its behalf. Upon request, the Municipality will disclose to me the results of such process, if any, for comment, before a decision is made on my employment application,
 - 3.5 Personal information will be processed by Beaufort West Municipality in accordance with POPIA.
 - 3.6 Insofar as any of Beaufort West Municipality's obligations are subcontracted to a third-party service provider, the Municipality will obtain a written undertaking from such third-party service provider that they will comply with the provisions of POPIA.

STATEMENT

- I hereby declare all the information applied for in this application and any attachment provided in support thereof, as far as I know true and correct. I understand that any misrepresentation or failure to disclose any information may result in my disqualification or termination of my employment contract, if appointed.
- If I'm invited to attend an interview at the expense of the Local Council and I'm offered the position and I do not accept it, the Local Council will not reimburse me for any travel and accommodation expenses.
- I understand where the cost of an interview has already been paid to me and I refuse the job, I will refund the money paid to me without delay, failing which the Municipality of Beaufort West may take legal actions against me.

Signature:

Date: