



CONFIDENTIAL
APPLICATION FOR EMPLOYMENT AS

.....
(REF.....)

A. PERSONAL PARTICULARS

Initials & Surname:		Known as:	
Identity no:	SA Citizen:	Yes	No
Residential address:		Postal address:	
Contact no's (h)		(w)	(cell)
If not available at the above numbers, alternatively contact:		(Name)	(Tel)

B. EMPLOYMENT EQUITY MONITORING QUALIFICATION

Race:	African	Coloured	Indian	White
Gender:	Male	Female		
Disability:	Yes	No		

C. SECONDARY & TERTIARY QUALIFICATIONS

Highest Grade Passed:	Date obtained:	Subjects passed:
Gr.....
Tertiary Qualifications obtained:	Date obtained:
.....
In case of current studies, provide field of study	

D. RECOGNITION OF PRIOR LEARNING

Knowledge & skills as required by the post:	
Knowledge:	Skills:
.....



E. LANGUAGE PROFICIENCY

The ability to:	Afrikaans			English			Xhosa		
	Good	Fair	Weak	Good	Fair	Weak	Good	Fair	Weak
Write									
Read									
Speak									
Understand									

F. GENERAL

Are you in possession of a driver’s licence? <i>(attach a certify copy with your application)</i>	Yes	No	Driver’s licence code:
Do you have another income or business/ company?	Yes	No	
What kind of company is this? eg. catering, translation, etc.			
Does this company do business with the Municipality?	Yes	No	
Do you have any family members that are employed by Drakenstein Municipality?	Yes	No	
If yes, please provide details of official (initials, surname and section):			

G. CRIMINAL AND DISCIPLINARY RECORD

Do you have a criminal record?	Yes	No
If yes, type of criminal act and outcome/ judgement: Date criminal case finalized:		
Have you ever been dismissed or charged with misconduct in the past by any of your previous employers?	Yes	No
If yes, Name of Municipality/ Institution:		
Type of misconduct/ transgression:		
Sanction/ Outcome: Date of Sanction/ Outcome:		

H. WORKING EXPERIENCE

Internal candidate staff no:	Section:	Current position & appointment date:
Previous employers:	Position:	Period of Service:
Current employer:	Position:	Period of Service:

I. CONTACTABLE REFERENCES

Name:	Position:	Company:	Tel no:

In which newspaper did you see this advert?.....

I hereby certify that the above mentioned information is to the best of my knowledge true and correct. I accept that, in the event of my application being successful, any information to the contrary will lead to immediate dismissal. All relevant information with regards my application has been disclosed.

.....
Signature

.....
Date