



**Sol Plaatje Municipality**  
**Sol Plaatje Drive, Kimberley, 8301**  
**Recruitment Tel (053) 830 6705**  
**Email [work@solplaatje.org.za](mailto:work@solplaatje.org.za)**  
**Website [www.solplaatje.org.za](http://www.solplaatje.org.za)**

## APPLICATION FORM FOR EMPLOYMENT

1. This form must be completed in full, accurately and legibly in your own handwriting with a black pen. All relevant substantial information must be provided in this form. Any additional information may be provided on a CV.
2. A separate application form is required should you apply for more than one position.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist Sol Plaatje Municipality to expedite recruitment and selection process.
4. All information received shall be treated with confidentiality and shall not be used for any other purpose than to assess suitability to the advertised position.
5. Canvassing for appointment will disqualify an applicant.
6. If you have not been contacted within 60 days, your application was unsuccessful.
7. This application form is used to assist Sol Plaatje Municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

### DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for																							
Reference Number	2	0		/																Notice service period			
Employment Status	Unemployed <input type="checkbox"/>			Employed <input type="checkbox"/>			Self-employed <input type="checkbox"/>																

### PERSONAL DETAILS

Internal Candidate	Yes	No	Intern	Yes	No	If yes, from				Employee Pay Number					
Surname															
First Names															
ID / Passport Number															
Gender	Male	Female	Race	African			Coloured			Indian			White		
Do you have a disability?	Yes	No	If yes, elaborate.												
Are you a South African Citizen?	Yes	No	If not, what is your nationality?												
			Do you have a valid work permit?	Yes	No										
Do you hold a professional membership with any professional body?	Yes	No	Membership Number												
Name of professional body									Expiry Date						
Languages (Read, Write & Speak)	Afrikaans	<input type="checkbox"/>	English	<input type="checkbox"/>	Ndebele	<input type="checkbox"/>	Northern Sotho	<input type="checkbox"/>	Southern Sotho	<input type="checkbox"/>	Swazi	<input type="checkbox"/>			
	Tswana	<input type="checkbox"/>	Tsonga	<input type="checkbox"/>	Venda	<input type="checkbox"/>	Xhosa	<input type="checkbox"/>	Zulu	<input type="checkbox"/>	Sign Language	<input type="checkbox"/>			
Drivers Licence	Yes	No	Licence Code	A	A1	B	C1	C	EB	EC1	EC	PDP	Learners		

### CONTACT DETAILS

Mobile Phone Number														<i>Please ensure the number is correct. If it changes, please inform us.</i>
Residential Address												Postal Code		
Postal Address												Postal Code		
Email Address														
Preferred Language of Communication														

**QUALIFICATIONS (Please elaborate on CV)**

**Highest secondary qualification obtained**

Name of School

Highest Grade      Year Obtained

**Highest tertiary qualification obtained**

Name of Institution

Name of Qualification

NQF Level      Year Obtained

Name of Institution

Name of Qualification

NQF Level      Year Obtained

Name of Institution

Name of Qualification

NQF Level      Year Obtained

**WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent**

Employer

Post Held

From      Month      Year      To      Month      Year

Reason for Leaving

Employer

Post Held

From      Month      Year      To      Month      Year

Reason for Leaving

Employer

Post Held

From      Month      Year      To      Month      Year

Reason for Leaving

**DISCIPLINARY RECORD**

Have you been dismissed for misconduct during the past ten (10) years?      Yes      No

If yes, name of Municipality / Employer

Type of misconduct / transgression

Date of resignation / disciplinary case finalised / dismissal

Award / sanction

Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?      Yes      No

**CRIMINAL RECORD**

Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes	No
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If yes, type of criminal act	
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Date criminal case finalised	
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Outcome / Judgement. Please attach proof.	
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**REFERENCES (Please elaborate on CV)**

Name of Referee	
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Relationship	
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Telephone number – office hours ( )	Mobile Phone Number
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Email Address	
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Name of Referee	
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Relationship	
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Telephone number – office hours ( )	Mobile Phone Number
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Email Address	
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Name of Referee	
-----------------	--

Relationship	
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Telephone number – office hours ( )	Mobile Phone Number
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Email Address	
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**DECLARATION**

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

Signature	Date
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**FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY**

Appointed as	From
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Salary Scale	Notch
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Remarks	Post ID
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Directorate	Appointments Committee
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Vote number	Reference No	20 /
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Application processed (Recruitment)	Date
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Comments	
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Comments	
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Approval – Executive Director	Date
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Approval – Municipal Manager	Date
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Approval – Human Resource Manager	Date
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Approval – Human Resource Manager	Date
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