

SOL PLAATJE

LOCAL MUNICIPALITY

1 Sol Plaatje Drive, Kimberley, 8301 Recruitment Tel (053) 830 6705 Email work@solplaatje.org.za Website www.solplaatje.org.za

APPLICATION FORM FOR EMPLOYMENT

- 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.
- 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.
- 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 AD	VER	RTIS	ED F	Pos	Т (а	s ref	lecto	ed iı	n the	e ac	dver	t)																				
Advertised post applying for																																
Reference Number	2	0			/								N	otic	e se	rvic	e p	erio	d													
Employment Status	l	Jner	mplo	yed			Е	mple	oyed	t			Sel	f-en	nploy	/ed																
PERSONAL DETAILS	,																															
Internal Candidate	Ye	s	No	Inte	ern	at SF	М	Υe	s	No	If	yes	s, fr	om	M	M	2	2 0)	()	1	Emp	olo	ee l	Pay	Νι	ımb	er				
Surname																																
First Names																																
ID/Passport Number																																
Gender	Ŋ	Male		Fen	nale	Ra	се							Afr	ican			(Colc	urec	t			In	diar	า			V	Vhite	е	
Do you have a disability?	,	Yes		N	lo	If y	es,	elal	bora	ate.																						
Are you a South	,	Yes		N	lo			wha ality		yo	ur																					
African Citizen?						Do wo	yoı ork p	u ha pern	ve a	a va	alid		Y	es		No			•													
Do you hold a profes professional body?	sior	nal n	nem	bers	hip	with	any	/	Yes		١	No	N	/lem	bers	ship	Nu	ımbe	er													
Name of professional body																		Ex	piry	/ Da	te											
Languages (Read, Write &		Afrik	aan	s			Eng	lish				Nd	ebe	le		N	orth	nern	Sotl	าด		Sou	the	rn S	oth	5			Swa	zi		
Speak)		Tsv	vana	l			Tsoı	nga				V	enda	а)	Khos	а				Zulu				5	Sign	Lan	gua	ge	
Drivers Licence	Ye	s N	10	Co	de	A	A	A 1	В	C	21	С	E	В	EC1	E	C F	PDP	Lea	arne	rs	Ехр	iry	Date	е	M	M	2	0		Y	Υ
CONTACT DETAILS																																
Mobile Phone Number	er												Plea	ase	ensi	ure	the	nun	nbe	r is d	coi	reci	. If	it cł	nan	ges	s, p	leas	e inf	orn	า นร).
Decidential Address																																
Residential Address																								P	osta	al C	Cod	е				
Residential Province		EC	;		F	S		(GΡ			ΚZ	ZN			LP			M	IP			N	С			NV	V		V	۷C	
Postal Address																																
Fostal Address																								P	osta	al C	Cod	е				
(Please submit an em	ail a	ddr	ess	and	ens	sure i	t is	corı	rect	, as	we	mo	stly	/ CO	mmı	ınic	ate	via	ema	ail)				•								
Email Address																																
Preferred Language	of C	omr	nun	icatio	on																											

QUALIFICATIONS (Ple	ALIFICATIONS (Please elaborate on CV)																															
Highest secondary qu	alifi	cati	on c	obta	ine	d																										
Name of School																																
Highest Grade				Yea	ar O	bta	inec	t							Pro	vin	се															
City / Town																																
Highest tertiary qualifi	icati	ion (obta	ine	d																											
Name of Institution																																
Name of Qualification																																
NQF Level				Yea	ar O	bta	inec	t																								
Name of Institution																																
Name of Qualification																																
NQF Level				Yea	ar C	bta	ined	t																								
Name of Institution																																
Name of Qualification																																
NQF Level				Yea	ar C	bta	ined	t																								
WORK EXPERIENCE (Plea	ase	elab	ora	te c	on C	:V) -	- St	art v	vith	the	mo	ost r	ece	nt (i	i.e. (curr	ent (emp	oloy	/er)											
Employer																																
Post Held																																
From	Мс	onth		Υe	ear			То						M	lont	h	\ 	ear														
Reason for Leaving																																
Employer																																
Post Held																																
From	Мс	onth		Υe	ear			То						N	lont	h	١	ear														
Reason for Leaving	H						<u> </u>				l		1			<u> </u>																\neg
_	L	<u> </u>	 					<u> </u>									 						 		 	 			<u>Ш</u> П 1	<u></u>	<u> </u> 	_
Employer	H																															=
Post Held	<u> </u>	<u>.</u>					<u> </u> 									<u> </u>		,		1									Ш			
From	MIC	onth		Ye	ear			То						IV	lont	n	\ 	ear		$\frac{1}{2}$												
Reason for Leaving																<u> </u>																
DISCIPLINARY RECO	RD		ı	ı													ı						ı		ı	ı					·	
Have you been dismis		for	mis	con	du	ct d	urin	g th	ie pa	ast 1	ten	(10)) yea	ars?	,	Π	Yes	T	N	10	1											
If yes, name of Munici	pali	ty/	Emp	oloy	er																											
Type of misconduct / transgression																	_		=													
Date of resignation / d	lisci	plin	ary	cas	e fii	nali	sed	/ di	smi	ssal																						一
Award / sanction																																Ħ
Have you been accuse	ed o	f an	alle	egec	d m	isco	ndı	uct a	and	resi	igne	ed f	rom	you	ır jo	b p	end	ing 1	fina	lisa	tior	of	the	dis	cipli	inar	у	Υe	==== es	T	No	一

CRIMINAL REC	CORD																																
Have you been	convic	ted	of a	iny	crin	nina	ıl of	fen	ce ir	ı a (cou	rt of	law	du	ring	the	pas	st te	en (10) <u>y</u>	year	s?							Ye	es		No	
If yes, type of c	criminal	act																															
Date criminal c	ase fina	alise	ed																														
Outcome / Jud	gement	. Ple	ease	e att	tach	n pro	oof.																										
REFERENCES	(Please	ela	bor	ate	on	CV)																											
Name of Refere	ее																																
Relationship																																	
Telephone nun	nber – o	office	e ho	ours	s ()								Mc	bil	e Pl	none	e Nu	ımb	er										
Email Address																																	
Name of Refere	ее																																
Relationship																																	
Telephone nun	nber – o	office	e ho	ours	s ()								Mo	bil	e Pl	none	e Nu	ımb	er										
Email Address																																	
Name of Refere	ее																																
Relationship																																	
Telephone nun	nber – o	office	e ho	ours	s ()								Mo	bil	e Pl	none	e Nu	ımb	er										<u></u>
Email Address																																	
I hereby cert correct. All r I realise that proceedings I confirm that provide corrective I will avail my The Sol Plaat for the purpo I hereby also necessary q	relevant if this ap and imn at my contect conta yself on the or give contact o	infor pplic medi- ntac act ir the c icipa e pos onse	maration ate of the determinant	tion on slow disretails mation components on yet that	to a hou miss s giv ion. d tin nplie ou h	assis ld le sal. ven All ne so es w nave	here corrected the corrected t	my to m resp dule the p plied	app re co ponded for provid for unici	orrecence encrint sior pali	tion ntme ct ar e fro ervie ns of	has ent a nd if om S ews the an a	and any Sol F by S PO	n di there thin Plaat Sol F PIA ss n	sclo e is g ch ije M Plaat and ny p	sed. proc nang lunic tje M you perso	of the ges, cipal lunio are	at fa I wi lity i cipa hei	alse ill in is do llity a reby	info form one as I giv	rma via e und ing o	ition I Placema ersta cons d co	has aatje il an and sent	be Mid / o that that	en p unic or sr inte t you the f	ipali ns (ervie ur in	ded ity a text w d forn wing	, things it mestates at the matrices at the matrix	s mais massaga car	ay le ny ol ging) nnot vill or s as	ead to bligate.). be a new and	to le ation alter be us	ega n to red sec
Signature																Da	ate																
FOR SOL PLA	ATJE M	UNIC	CIP	ALI [.]	TΥΙ	REC	RU	ITM	ENT	OF	FIC	EU	SE (ONL	Υ.																		
Appointed as																							Fre	om									
Salary Scale																							No	tch									
Remarks																							Ро	st II	D								
Directorate																		Ар	poi	ntm	ent	s Co	omn	nitte	е					-			
Vote number																						Ref	erer	nce	No	20			/				
Application pro	ocessed	l (Re	ecru	ıitm	ent	:)											<u> </u>						Da	ate									
																																	_
Comments																																	
Approval – Exe	ecutive l	Dire	cto	r																			Da	ate									
Approval – Mu	nicipal I	Man	age	er																			Da	ate									_
Approval – Hur	man Re	soui	rce	Mar	nag	er																	Da	ate									





COMPANY DETA	AILS "Cor	mpany"									To	be comple	eted by Cor	npany Ag	ent
Company Name:	Sol Pla	atje Mun	icipality			Ema	nil:	cg	ouws@	solplaat	je.org.za				
Agent Name:	Christi	ine Gouw	S			Mol	oile No:	05	3 830 6	705					_
CANDIDATE PER	SONAL	. INFORI	MATIO	١								To be com	pleted by t	he Candid	late
Surname:															_
Full Names:								М	aiden N	lame					_
Mobile Number:								Da	ate of B	irth:					_
ID Number / Identif	ier:														
Description of Ident															_
E.g. South African ID N				ber, etc.							To be	completed	l by the Co	mpany Ag	ent
Credit Check Qualification Employment Criminal Che	Referencecks	es					Sanctions Identity V Insurance Drivers li Social Me	Verifi e Reg cense	gulations e & Vehi	cles					
DEFINITIONS															
"Candidate" means the pe "Company" refers to MIE C "Consumer Credit Informat "FAIS Act" shall mean the F "FSCA" refers to the Finance	lient; :ion" shall hav inancial Advis	ve the meaning	g ascribed to i	t in section 7	70 of the NCA	purposes	including but	not lin	nited to en	nployment/	continuation o	f employment			

- "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them:
- "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud

ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION

- that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
- that verification requests form part of the background screening process and that:
 - requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
 - For employment in a position of trust and honesty and entails the handling of cash or finances;
 - Fraud prevention or detection.
 - data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
 - that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
- that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have
- that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
- may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
- may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification Information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
- may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE. and
- Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any
- "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	CANDIDATE	COMPANY AGENT
SIGNATURE		
DATE		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company