

APPLICATION FOR EMPLOYMENT



GREATER TZANEEN MUNICIPALITY

Tel.: 015 - 307 8000 Fax: 015 - 307 8049

☒ 24, TZANEEN, 0850



1. DIRECTIONS

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|---|
| a Complete form in own handwriting
b Mark the appropriate block with an X
c All questions must be answered in full, employees of the Municipality also.
d Attached certified copies of certificates, employees of the Municipality also. |
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2. POSITION VACANT

Designation :	Department :
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3. PERSONAL PARTICULARS

Prof	Mr	Ms	Miss	Male	Female
Maiden Name:			Surname:		
Full Names:				Language:	
Date of birth:		Age:		ID Nr:	
Citizenship:		Population Group:		Number of Dependants:	
Marital State	Single	Married	Divorced	Widower	Widow
Postal Address		Tel. (Home / Cell)		Other means of contact	
.....		
.....		Tel. (Work / Cell)		
.....		

4. LANGUAGE PROFICIENCY

Indicate proficiency as "Good", "Fair", "Poor" or "None"				
Language	Read	Write	Speak	Highest Qualification
English				
Other:				

5. EDUCATION

School:			Town:		
Highest Grade passed:	Year:	Academically	Technical	Commerce	Practical
Subjects Passed:					
1.		6.			
2.		7.			
3.		8.			
4.		9.			
5.		10.			

6. POST SCHOOL EDUCATION

Name and Place of Institution	Period		Qualifications Obtained		
	From	To			
Subjects Passed:					
1.		6.			
2.		7.			
3.		8.			
4.		9.			
5.		10.			
Apprenticeship:					
Trade:			Date:		
Company where apprenticeship was completed:					
Trade Test	Passed	Date passed	Failed	Did not write	

7. FURTHER STUDIES

Are you studying at the moment?	Yes / No	Do you intend to?	Yes / No		
Details:					
Any training not yet listed:					
Drivers License	Light Vehicle	Heavy Vehicle	Extra heavy vehicle	Motorcycle above 50cc	Other

8. EXPERIENCE

Present and previous positions held (start with latest)				
Company	Position held	Period	Salary p/m	Reason for termination of services

9. EMPLOYMENT PARTICULARS

Are you currently employed?	If not, state period unemployed:
When can you assume duty?	Bruto salary required p/m?
Do you have any disabilities?	If yes, state the nature of disability:
Have you previously applied for a position at the Greater Tzaneen Municipality?	
Were you previously employed by this Municipality, if so, furnish particulars:	

10. REFERENCES

Name two persons at your previous employer(s) to whom confidential references may be made.		
Name	Number	Occupation

11. GENERAL

Do you have anything else to declare e.g. criminal and/or pending criminal offences, insolvency or dismissals from employment?	
Are you a member of a registered Medical Aid Fund?	Period
Are you a member of a registered Municipal Pension Fund?	Period

12. FOR INFORMATION

- a) *Certified copies of highest school standard passed, certificates, diplomas or degrees achieved, must be attached.*
- b) *If an applicant is invited to attend an interview at Tzaneen at the expense of the Municipality and such applicant, being offered the position and later refuses acceptance thereof, the Municipality shall be entitled to claim reimbursement of all travelling and subsistence allowance paid to such an applicant.*
- c) *The Municipality shall also be entitled to claim advertising expenses from any applicant who has been offered a position, accepts it and later refuses it or does not resume duties.*
- d) *Any person canvassing with a view to be appointed to a post in the Municipality's service shall not be considered for appointment to such post.*

13. DECLARATION

I declare that the above particulars are, to the best of my knowledge true and correct and understand and accept that if I am appointed, my appointment will be subjected to the provisions of the Service Conditions and the Policy of the Municipality and any applicable legislation.

Signature: Date:

FOR THE USE OF HUMAN RESOURCES OFFICE ONLY

Appointment	Promotion	Transfer	Temporary	Job Id No.
Designation:		Department:		
From:		Notch:		
Salary Scale:				
Job Level:		Days leave:		
Fringe benefits:				
Approved:		
Departmental Head		Municipal Manager		