

Office of the CEO



23  
☎ 067 - 243101  
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Grootfontein

# *Municipality of Grootfontein*

**Application for:**.....

1. First Names and Surname (in full)

2. Identity No.  **Attached copy please.**

3. Date of Birth:

4. (a) Postal Address:

(b) Residential Address:

(c) Telephone Number:

5. Sex:

6. Marital Status :

7. Citizenship:

**8. EDUCATION AND TRAINING:**

(a) What is the highest standard you have passed at school?

(b) Name and Place of School:

(c) Date:

(d) Indicate the subjects you have passed in the last year of full-time schooling. (Underline subjects passed with distinction)

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(e) How many years since you left full-time schooling?

(f) In the schedule below, give details of any University training as well as any post-school studies or courses you have followed: -

| Name of Institute | Years attended From/To | Courses followed e.g. BA, B.Sc, B.Com, etc / Indicate full-time or extra - mural | Degrees, Diplomas, etc obtained indicate whether course had been completed / not completed and which year |
|-------------------|------------------------|--|---|
|                   |                        |  |   |
|                   |                        |  |   |
|                   |                        |  |   |
|                   |                        |  |   |

**Proof of qualifications must accompany this application form.**

**9. LANGUAGE PROFICIENCY:**

In the schedule below, indicate proficiency by **good, average** and **fair**:-

| Language | Read | Write | Speak |
|----------|------|-------|-------|
|          |      |       |       |
|          |      |       |       |
|          |      |       |       |
|          |      |       |       |

**10. PREVIOUS EMPLOYMENT:**

In the schedule below, please give details of your previous employers. (Place your present Employer last).

| Employer | Period of Service From / To | Reason for change |
|----------|-----------------------------|-------------------|
|          |                             |                   |
|          |                             |                   |
|          |                             |                   |
|          |                             |                   |

**11. KNOWLEDGE AND EXPERIENCE:**

Give particulars of knowledge or experience in any field you may consider as important.

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**12. GENERAL:**

(1) Present salary notch:

(2) Allowances:

(3) Bonus:

(4) Have you ever been convicted of a criminal offence?

(5) Have you at any time had to resign to avoid disciplinary measures?

13. A medical certificate will be required prior appointment at own cost.

14. I hereby declare that all the information contained in this form is correct and that I have supplied sufficient information to give a true image of my previous duties and competence.

Furthermore I declare that I bind myself unconditionally from the date of commencement of duties to the provisions of the Staff Regulations of the Municipality and / or to such extra - ordinary conditions as the Council may impose upon me or upon which the Council and I may agree.

.....  
**DATE**

.....  
**SIGNATURE**