

PRINCE ALBERT LOCAL MUNICIPALITY

TO BE COMPLETED FOR ALL VACANCIES

Private Bag X53 / 33 Church Street
PRINCE ALBERT
 6930



1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist the 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					
Name of the Municipality					
Notice service period					
PERSONAL DETAILS					
Surname					
First Names					
ID or Passport Number					
Gender	Male		Female		
Race	African	White		Coloured	Indian
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	Name of professional body	Membership Number:	Expiry date:
Are you in possession of a valid drivers license?	Yes	No	If yes, please provide license code.		

CONTACT DETAILS	
Telephone number during office hours	()
Mobile phone number	
Home address	
	Code:
Email address	
Preferred language of communication	

QUALIFICATIONS (please elaborate on your CV)			
Highest educational qualification obtained			
Name of the school	Highest grade	Year obtained	
Highest tertiary qualification obtained:			
Name of institution	Name of qualification	NQF level	Year Obtained

WORK EXPERIENCE (please elaborate on your CV)						
Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

DISCIPLINARY RECORD				
Have you ever been dismissed for misconduct during the past (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 (10) years?	Yes		No	
If yes, type of criminal act				
Date criminal case finalised				

Outcome/Judgement	
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REFERENCES (please elaborate on your CV)				
Name of Referee	Relationship	Tel (office hours)	Cell Number	Email

DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature:	Date:

Reference Checking Consent & Authorization Form

Read carefully and completely before signing.

CONSENT

I have applied for employment with the Prince Albert Local Municipality and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Prince Albert Local Municipality, whether the information is positive or negative.

I authorize the Prince Albert Local Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Prince Albert Local Municipality from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Prince Albert Local Municipality.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Applicant Name and Surname: _____

Applicant Signature: _____ Date: _____

PRINS ALBERT MUNISIPALITEIT



MAGTIGING VIR DIE PROSESSERING VAN PERSOONLIKE INLIGTING OOREENKOMSTIG DIE WET OP DIE BESKERMING VAN PERSOONLIKE INLIGTING, WET 4 VAN 2013

TOESTEMMING EN VRYWARING DEUR AANSOEKER

VAKATURE / POS											
AFDELING 1: TOESTEMMING											
<p>Ek het aansoek gedoen by Prins Albert Munisipaliteit en het relevante inligting verskaf. Ek verleen magtiging aan my voormalige en huidige werkgewers, asook referente om die inhoud van my diensrekord bekend te maak en om addisionele inligting wat benodig word vir my aansoek om indiensneming, aan Prins Albert Munisipaliteit te verskaf.</p> <p>Ek magtig Prins Albert Munisipaliteit om alle verklarings in my aansoek te ondersoek en alle inligting rakende my vorige/huidige diensrekord te bekom. Hierdie inligting kan insluit beoordelings/evaluerings, salarisgeskiedenis, dissiplinêre optrede(s), indien enige en alle ander aangeleenthede rakende my werksgeskiedenis.</p> <p>Ek vrywaar alle voormalige en huidige werkgewers, referente en Prins Albert Munisipaliteit van enige aanspreeklikheid wat mag voortspruit uit die verskaffing en/of ontvang van inligting rakende my werksgeskiedenis, my kwalifikasies, my geskiktheid vir werk by Prins Albert Munisipaliteit en watter sodanige inligting ookal relevant mag wees.</p> <p>Ek magtig Prins Albert Munisipaliteit om toegang te verkry tot my persoonlike inligting en agtergrondondersoeke uit te voer (nie beperk tot die onderstaande) wat nodig mag wees:</p> <table><tr><td>Kredietwaardigheid</td><td>Kwalifikasie(s)</td></tr><tr><td>Werksverwysings</td><td>Kriminele oortredings</td></tr><tr><td>Bedrog</td><td>Sanksies</td></tr><tr><td>Identiteitsverifikasie</td><td>Versekeringsregulasies</td></tr><tr><td>Bestuurderslisensie</td><td>Sosiale media</td></tr></table> <p>Hierdie vorms kan gekopieër of gereproduseer word as 'n faks/e-pos en hierdie kopieë is net so goed soos die oorspronklike wat deur my onderteken is.</p>		Kredietwaardigheid	Kwalifikasie(s)	Werksverwysings	Kriminele oortredings	Bedrog	Sanksies	Identiteitsverifikasie	Versekeringsregulasies	Bestuurderslisensie	Sosiale media
Kredietwaardigheid	Kwalifikasie(s)										
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AFDELING 2: HANDTEKENING											
<p>Hiermee bevestig ek die ondergetekende dat die inligting soos verstrek in my aansoek, korrek en op datum is.</p> <p>NAAM EN VAN _____</p> <p>IDENTITEITSNOMMER _____</p> <p>HANDTEKENING _____</p> <p>DATUM _____</p>											

PRINCE ALBERT MUNICIPALITY

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)



CONSENT & INDEMNITY BY APPLICANT

VACANCY / POST											
SECTION 1: CONSENT											
<p>I have applied for employment with Prince Albert Municipality and have provided relevant information. I authorize my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to Prince Albert Municipality, whether the information is positive or negative.</p> <p>I authorize Prince Albert Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and Prince Albert Municipality from any and all liability that may arise from giving and/or receiving information about my employment history, my qualifications, my suitability for employment with Prince Albert Municipality and whatever information may be relevant.</p> <p>I authorize Prince Albert Municipality to access my personal information and conduct the following background screening checks (not limited to the below mentioned) that may be needed:</p> <table><tr><td>Credit Check</td><td>Qualifications</td></tr><tr><td>Reference</td><td>Criminal Checks</td></tr><tr><td>Fraud Check</td><td>Sanctions</td></tr><tr><td>Identity Verification</td><td>Insurance Regulations</td></tr><tr><td>Driver's License</td><td>social media</td></tr></table> <p>This form may be photocopied or reproduced as a facsimile/e-mail, and these copies will be as effective as a release or consent as the original which I sign.</p>		Credit Check	Qualifications	Reference	Criminal Checks	Fraud Check	Sanctions	Identity Verification	Insurance Regulations	Driver's License	social media
Credit Check	Qualifications										
Reference	Criminal Checks										
Fraud Check	Sanctions										
Identity Verification	Insurance Regulations										
Driver's License	social media										
SECTION 2: SIGNATURE											
<p>I hereby confirm that the information provided is true, correct and up to date:</p>											
NAME AND SURNAME	_____										
IDENTITY NUMBER	_____										
SIGNATURE	_____										
DATE	_____										

Prince Albert Municipality Prescribed Application form/updated 29 April 2025