

ANNEXURE C

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

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 will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5.	This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the <i>Local Government: Municipal Systems Act, 2000</i> (Act No. 32 of 2000).

A.DETAILS OF THE ADVERTISED POST (as reflected in the advert)				
Advertised post applying for				
Reference number				
Name of Municipality				
Notice service period				
B.PERSONAL DETAILS				
Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are a South African citizen?			Yes	No
If no, what is your Nationality?				
Work Permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, No temporary or acting capacity? If yes, provide information below.				
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes, provide information below				
			No	
Yes				
Professional Body:	Membership Number:	Expiry date:		
C.CONTACT DETAILS				

Preferred language for correspondence?						
Telephone number during office hours						
Preferred method for correspondence (Mark with an X)		Post	Email		Fax	
Correspondence contact details (in terms of above)						
D. QUALIFICATIONS (Additional information may be provided on your CV)						
Name of School/Technical College		Highest Qualification Obtained		Year Obtained		
Name of Institution		Name of Qualification		NQF Level	Year Obtained	
E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your reemployment:				Yes		No
If yes, provide the name of the previous employing municipality:						
F. DISCIPLINARY RECORD						
Have you been dismissed for misconduct on or after 5 July 2011?				Yes		No
If yes, Name of Municipality/Institution:						
Type of a Misconduct/Transgression						
Date of Resignation/Disciplinary case finalised						
Award/sanction						
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.				Yes		No
G. CRIMINAL RECORD						

Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.		Yes	No	
If yes, type of criminal act				
Date criminal case finalised				
Outcome/Judgment				
H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cell phone Number	Email
I. DECLARATION				
<i>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.</i>				
Signature:			Date:	

PERSONAL CREDENTIAL DISCLOSURE FORM

Company Name: _____

Email: _____

Agents Name: _____

Mobile Nr: _____

CANDIDATES PERSONAL INFORMATION: (To be completed by the Candidate)

Surname: _____

Full Names: _____

Mobile number:

--	--	--	--	--	--	--	--	--	--

ID Number / Identifier:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Description of Identifier: _____

(E.g., South African ID Number, Passport Number, etc_.

BACKGROUND SCREENING CHECKS

	Credit Check	Sanctions
	Qualification	Identity Verifications
	Employment References	Insurance Regulations
	Criminal Checks (Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.)	Driver’s license & Vehicles
	Fraud Checks	Social Media

DEFINITIONS IN TERMS OF BELOW CONSENT

- “Candidate” means the person completing this document to be considered by the Company for purposes of employment/ continuation of employment;
- “Company” refers to Siyathemba Municipality Appointed Vetting Agent ;
- “Consumer Credit Information” shall have the meaning ascribed to it in section 70 of the NCA;

- "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- "FSCA" refers to the Financial Sector Conduct Authority;
- "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 MUNICIPALITY'S APPOINTED VETTING AGENT together, and "Responsible Party" any one of them;
- "Verification Information Suppliers" shall mean third parties acting on behalf of MUNICIPALITY'S APPOINTED VETTING AGENT, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

CONSENT FOR THE USE OF PERSONAL INFORMATION

- I, hereby authorise by signing this form that the Company's duly authorized verification agent, Managed Integrity Evaluation, to access my Personal Information and conduct background screening checks as indicated above.
- I consent to requests for consumer credit information to be released 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.
- I understand 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;
- Data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
- I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.
- I understand 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 authorised.
- I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
- By submitting any Personal Information to the Company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific

and voluntary consent to the processing of such Personal Information in the following manner by the Company and/or verification information suppliers:

- Personal Information may be shared by the Company with MUNICIPALITY'S APPOINTED VETTING AGENT and may be further shared by MUNICIPALITY'S APPOINTED VETTING AGENT with the Verification Information Suppliers for verification or other legitimate purposes;
- Personal Information may be shared by the Verification Information Suppliers with MUNICIPALITY'S APPOINTED VETTING AGENT and be further stored and shared by MUNICIPALITY'S APPOINTED VETTING AGENT 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;
- Personal Information may be stored by MUNICIPALITY'S APPOINTED VETTING AGENT, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MUNICIPALITY'S APPOINTED VETTING AGENT for as long as I may need my information to be verified, or any other period as I may agree with the MUNICIPALITY'S APPOINTED VETTING AGENT . and
- Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MUNICIPALITY'S APPOINTED VETTING AGENT 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 information in the record provided.
- "I agree that MUNICIPALITY'S APPOINTED VETTING AGENT , 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 MUNICIPALITY'S APPOINTED VETTING AGENT , to the extent that such action or omission resulted from MUNICIPALITY'S APPOINTED VETTING AGENT complying with the terms of this consent and I shall indemnify, hold harmless and defend MUNICIPALITY'S APPOINTED VETTING AGENT from and against any such claims or actions brought against MUNICIPALITY'S APPOINTED VETTING AGENT ."

	CANDIDATE	MUNICIPALITY'S APPOINTED VETTING AGENT
SIGNATURE		
DATE		

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