

**EASTERN CAPE DEPARTMENT OF EDUCATION: OPEN POST BULLETIN:  
PRINCIPALS, DEPUTY PRINCIPALS AND HOD'S AT SCHOOLS - VOLUME 5 OF 2018**



**EASTERN CAPE DEPARTMENT OF EDUCATION  
EDUCATOR EMPLOYMENT PROFILE FORM**

(EDP 01 Form)

Instructions: 1. This form combines the information in the standard application form and the standard CV information into one Employment Profile Form.  
2. Place an X in blocks where applicable.

**SECTION A: POST PARTICULARS**

<b>1. POST NUMBER:</b>									
<b>2. NAME OF INSTITUTION</b>						<b>3. DISTRICT</b>			
<b>4. POST DESCRIPTION</b>						<b>5. POST LEVEL</b>			

**SECTION B. PERSONAL PARTICULARS OF APPLICANT**

6.1. SURNAME											6.2. NAMES											
7. PERSAL NO:												8. I.D. No.										
9. NATIONALITY											10. MARITAL STATUS											
11. GENDER	F	M	DISABILITY				Y	N	12. PREVIOUS RACIAL GROUPING(EE)													
13. POSTAL ADDRESS											14. CONTACT DETAILS	W										
												H										
												C										
15. E-MAIL												FAX No.										

**SECTION C: COMPETENCIES**

16.	LANGUAGE PROFICIENCY	State whether "Established (Est)" or "Developing(Dev)" or "Not Established" (NE)					
		1: ISIXHOSA	2: ENGLISH	3: ISIZULU	4: AFRIKAANS	5: .....	6: .....
	SPEAK						
	READ						
	WRITE						
17.	<b>FORMAL QUALIFICATIONS</b> (Copies to be attached to this application)						
	TYPE OF QUALIFICATION	INSTITUTION	EXEMPTION (YES/NO)	YEAR OBTAINED	DURATION	EXAMING AUTHORITY e.g. EX-DEPARTMENT	
17.1.	MATRIC/ STD 10/ GRADE 12						
		ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	SPECIALISATION SUBJECTS/AREA/FIELD	
17.2.	PROFESSIONAL e.g. PTD; HDE; FDE/ACE; BEd						
17.3.	ACADEMIC DEGREE e.g. BA; BComm						
17.4.	SENIOR RESEARCH DEGREE e.g. MEd; MPhil; DEd	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	RESEARCH TOPIC	
17.4.	OTHER FORMAL DIPLOMAS (3mths+ and more) e.g. HRM; LABOUR LAW	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION	

**EASTERN CAPE DEPARTMENT OF EDUCATION: OPEN POST BULLETIN:  
PRINCIPALS, DEPUTY PRINCIPALS AND HOD'S AT SCHOOLS - VOLUME 5 OF 2018**

18.	<b>SHORT COURSES</b> ( attach attendance certificate where available)	NAME OF COURSE	INSTITUTION/ SERVICE PROVIDER	YEAR OBTAINED	DURATION OF COURSE	AREA OF TRAINING

19.	HIGHEST REQV LEVEL		HIGHEST NQF LEVEL (short courses and certificates)	
-----	--------------------	--	--	--

20.	<b>SECTION D: GENERIC SKILLS</b> (Evidence of these skills may be tested in the Interviewing Process)			
	(Mark appropriate box with an X)	<b>Established (Est)</b>	<b>Developing (Dev)</b>	<b>Not Yet Established (NYE)</b>
20.1.	COMPUTER LITERACY			
20.2.	COMMUNICATION			
20.3.	REPORT WRITING			
20.4.	BASIC PROJECT MANAGEMENT			
20.5.	LEADERSHIP			
20.6.	BASIC FINANCIAL MANAGEMENT			
20.7.	HUMAN RELATIONS			
20.8.	INNOVATION AND CREATIVITY			
20.9.	OTHER:			
20.10.	OTHER:			

21.	<b>EMPLOYMENT HISTORY</b>			
		POST LEVEL	INSTITUTION	PROVINCE
21.1.	CURRENT POST			
21.2.	PREVIOUS POSTS IN EDUCATION			
21.2.	OTHER WORKING EXPERIENCE	EMPLOYER	NATURE OF WORK	DURATION
21.3.				
21.4.				
21.3.				
21.4.				

22.	TOTAL YEARS OF EXPERIENCE IN EDUCATION		TOTAL WORKING YEARS	
-----	--	--	---------------------	--

23.	<b>EXTRA CURRICULAR ACTIVITIES</b>			
23.1.	SPORTS e.g. athletics, netball (state sport code/s)			
23.2.	MUSICAL INSTRUMENT e.g. piano, flute (state instrument/s)			
23.3.	(Mark appropriate box with an X)			
	DRAMA		CHOIR	
	ART		DRUM MAJORETTES	
	DEBATING	OTHER (state other):		
	CHESS	OTHER (state other):		

24.	<b>PROFESSIONAL ACTIVITIES</b> ( e.g. educator union; sports body; board; council)		
	ORGANISATION/BODY	POSITION HELD ( state provincial/ national)	DURATION OF OFFICE
24.1.			
24.2.			
24.3.			
24.4.			
25.4.			

26.	SOCIAL RESPONSIBILITY ROLE ( e.g. community based activities; SRC chairperson)	
	POSITION HELD	RESPONSIBILITIES
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

27.	PERSONAL QUALITY TRAITS ( i.e. your strengths)
27.1.	
27.2.	
27.3.	
27.4.	
27.5.	

28.	OTHER RELEVANT INFORMATION (e.g. awards; scholarships; study tours)
28.1.	
28.2.	
28.3.	
28.4.	
28.5.	

[illegible]

30.	REFERENCES		
	NAME	CONTACT DETAILS	RELATIONSHIP
30.1.			
30.2.			
30.3.			

31.	DECLARATION
<p>I declare that the above information is true and correct. I understand that any false or incorrect statement can constitute misrepresentation and could render me liable to be discharged on account of misconduct. I declare that all required documents attached are a true copy of my original certificates and therefore are regarded as authentic.</p>	
<hr/>	
SIGNATURE OF APPLICANT	DATE
<p>-+</p>	