



**CHECKLIST FOR SGB RECOMMENDATION**

<b>DISTRICT:</b>	
<b>SCHOOL:</b>	
<b>POST REFERENCE NO.</b>	

NO	DOCUMENT	YES	NO
1	<b>HRA: Form C</b> (Submission Route Form: Vacancy List ___ of 201___: Filling of vacant advertised educator posts)		
2	<b>HRA: Form C1</b> (Recommendation for Appointment in School: Educator Posts (Vacancy List No ___ / 201___))		
3	Copy of <b>Advertisement (relevant page of the Bulletin)</b>		
4	<b>Master List</b> from the District Office		
5	<b>Minutes of SGB meeting</b> appointing the Interview Committee		
6	<b>Declaration of Confidentiality</b> (including Observers from Educator Unions)		
7	<b>Minutes of shortlisting meeting</b> (Attendance register to be attached)		
8	<b>Minutes of interview Session</b> (Attendance register to be attached)		
9	<b>Minutes of SGB Meeting - ratification of Interview Committee recommendation</b> (Attendance register to be attached)		
10	<b>HRA: Form D</b> (Statement/Declaration by all interviewed candidates)		
11	<b>Score Sheets</b> of all panellists and in respect of all interviewed candidates		
12	<b>Applications</b> of ALL interviewed candidates (to include Completed "EDP 01 Form", Certified copy of barcoded ID, Marriage Certificate [if applicable], Qualifications and SACE Certificate)		

*It is herewith confirmed that ALL forms have been properly completed and all documents marked with an ✓ in the "YES" column have been attached to this checklist.*

**PRINCIPAL:** \_\_\_\_\_  
PRINT NAME SIGNATURE DATE

**CHECKED BY:** \_\_\_\_\_  
PRINT NAME SIGNATURE DATE