



CHECKLIST FOR SGB RECOMMENDATION

DISTRICT:	
SCHOOL:	
POST REFERENCE NO.	

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