



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

HRA: FORM A

**FAX MESSAGE**

**TO:** ORGANISATIONS FAX NUMBERS

CTU/ATU (043) 364 0259  
SADTU (040) 639 3229  
NATU (039) 727 3338

**FROM:** NAME OF OFFICE/SCHOOL: \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_

FAX : \_\_\_\_\_

PHYSICAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**INVITATION AS AN OBSERVER FOR SHORTLISTING AND INTERVIEWING FOR EDUCATOR POSTS.**

Please be informed that the **short-listing** and **interviews** for the filling of Educator posts will be conducted as follows:

| POST | SHORTLISTINGS |      |       | INTERVIEW SCHEDULE |      |       |
|------|---------------|------|-------|--------------------|------|-------|
|      | DATE          | TIME | VENUE | DATE               | TIME | VENUE |
|      |               |      |       |                    |      |       |
|      |               |      |       |                    |      |       |
|      |               |      |       |                    |      |       |
|      |               |      |       |                    |      |       |
|      |               |      |       |                    |      |       |

Please contact \_\_\_\_\_ if you have any queries.

Thank you

\_\_\_\_\_  
**CHAIRPERSON SGB /INTERVIEWING PANEL**



Province of the  
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DEPARTMENT OF EDUCATION

HRA: FORM B

Mr/Mrs \_\_\_\_\_

\_\_\_\_\_

INVITATION TO INTERVIEW: VACANCY LIST \_\_\_\_\_ of 201\_\_\_\_\_

**DETAILS OF INTERVIEW**

**POSITION/POST** : \_\_\_\_\_

**INSTITUTION** : \_\_\_\_\_

**VENUE** : \_\_\_\_\_

**TIME** : \_\_\_\_\_

**DATE of INTERVIEW:** \_\_\_\_\_

**POST No.**

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

1. Kindly be advised that you have been short-listed for the above mentioned post based on your application.
2. You are requested to bring the following documents along with you to the interview, which should be handed over to the chairperson of the interviewing panel in the presence of all other panel members:
  - 2.1.1 Certified copies of the following documents (**Compulsory**):
    - (i) Identity document
    - (ii) All relevant Qualifications
  - 2.1.2 A Comprehensive Curriculum Vitae (CV) / Professional Profile (**Optional**)
3. Copies of such documents may be certified by the Principal if the original/authentic documents are presented for perusal at the time of the interview before all panel members.
4. All such certified copies should be attached to the application documents of all short-listed candidates by the Chairperson of the interviewing Panel in the presence of all panel members, together with Form E: Declaration Statement.
5. Please take note that your attendance at this interview is at your own costs and your non-attendance will not in any way invalidate the process.

Yours sincerely

**CHAIRPERSON: GOVERNING BODY**

**Date:** ..... / ..... / 20.....



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**SUBMISSION ROUTE FORM: VACANCY LIST ..... OF 201.....: FILLING OF VACANT ADVERTISED  
 EDUCATOR POSTS**

(Circular 49/2005)

HRA: FORM C

|  |  |  |             |                         |
|--|--|--|-------------|-------------------------|
| <b>NAME OF 1<sup>ST</sup> RECOMMENDED<br/>CANDIDATE:</b>                               |  | Mr/Ms .....                                    |             |                         |
| <b>SUBMISSION: RECOMMENDATION FOR APPOINTMENT IN SCHOOL/FET<br/>COLLEGE POSTS:</b>     |  |  |             |                         |
| <b>EDUCATORS (VACANCY LIST .../ 201....): POST NO:</b> .....                           |  |  |             |                         |
|  |  |  |             |                         |
|  | <b>SGB (School Governing<br/>Body/College Council)</b> | <b>EDO (Education Development<br/>Officer)</b> |             |                         |
| <b>Surname &amp; initials:</b>   |  |  |             |                         |
| <b>Telephone number:<br/>Fax number / e-mail</b>                                       |  |  |             |                         |
| <b>Institution Name:</b>   |  |  |             |                         |
| <b>Comp No:</b>  |  |  |             |                         |
| <b>ROUTE TO BE FOLLOWED</b>  |  |  |             |                         |
| <b>TO</b>  |  |  |             | <b>REMARKS</b>          |
|  | <b>Surname and<br/>Initials</b>                        | <b>Signature</b>                               | <b>Date</b> |                         |
| <b>Head of<br/>Institution<br/>(EDO to sign<br/>for vacant<br/>principal<br/>post)</b> |  |  |             | <b>(For cognizance)</b> |
| <b>EDO</b>   |  |  |             | <b>(For cognizance)</b> |
| <b>CES:<br/>Education<br/>and<br/>Governance</b>                                       |  |  |             |                         |
| <b>Deputy<br/>Director:<br/>HRA</b>  |  |  |             |                         |
| <b>DISTRICT<br/>DIRECTOR</b>   |  |  |             |                         |
|  |  |  |             |                         |
| <b>PLEASE RETURN TO HRA UNIT IN RELEVANT DISTRICT OFFICE</b>                           |  |  |             |                         |



Province of the  
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DEPARTMENT OF EDUCATION

(Circular 49/2005) HRA: Form C1

TO: THE HEAD OF THE DEPARTMENT: EDUCATION / DISTRICT DIRECTOR.

RECOMMENDATION FOR APPOINTMENT IN SCHOOL: EDUCATOR POSTS (VACANCY LIST No  
..... / 201.....)

**PART A: SCHOOL/INSTITUTION:** This portion must be filled in by the relevant SGB after the interview process and verification of all documentation attached

1. POST NO : \_\_\_\_\_
2. POST DESCRIPTION : \_\_\_\_\_
3. POST LEVEL : \_\_\_\_\_
4. INSTITUTION/SCHOOL : \_\_\_\_\_
5. DISTRICT : \_\_\_\_\_
6. Date of Final Interview by SGB : \_\_\_\_\_
7. Details of Person Recommended for above post :

**7.1 Personal particulars of recommended candidate:**

Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_

Contact No's: \_\_\_\_\_

Identity Number: \_\_\_\_\_

PERSAL NUMBER: \_\_\_\_\_

REQV: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

CURRENT POST: (Brief description): \_\_\_\_\_

**RE: RECOMMENDATION FOR APPOINTMENT IN SCHOOL POSTS/ FET COLLEGE/: EDUCATORS**

Circular 49/2005 HRA: FORM C1

[illegible]



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9. The following are the remaining short-listed applicants recommended for appointment, in order of preference. In the event that the first recommended candidate cannot accept this offer, please indicate if the ranked candidates are appointable. If not, motivate separately why not, as the ECDoE will automatically appoint the next best candidate of preference.

| Rank: Recommended Candidates | (See attached application forms and annexures with motivations for <u>appointment</u> ) | Appointable/Not Appointable (Reasons must be given where not appointable) |
|------------------------------|---|---|
|------------------------------|---|---|

2<sup>ND</sup> SURNAME/INITIAL: \_\_\_\_\_  
 PERSAL NO.: \_\_\_\_\_  
 ID NO.: \_\_\_\_\_

3<sup>RD</sup> SURNAME/INITIAL: \_\_\_\_\_  
 PERSAL NO.: \_\_\_\_\_  
 ID NO.: \_\_\_\_\_

4<sup>TH</sup> SURNAME/INITIAL \_\_\_\_\_  
 PERSAL \_\_\_\_\_  
 ID \_\_\_\_\_

5<sup>TH</sup> SURNAME/INITIAL \_\_\_\_\_  
 PERSAL \_\_\_\_\_  
 ID \_\_\_\_\_

**10. INTERVIEW PANEL SCORING OF CANDIDATES**

|   | CANDIDATE | TOTAL AVERAGE SCORE OF PANEL | FINAL RANKING OF CANDIDATE |
|---|-----------|------------------------------|----------------------------|
| 1 |           |                              |                            |
| 2 |           |                              |                            |
| 3 |           |                              |                            |
| 4 |           |                              |                            |
| 5 |           |                              |                            |
| 6 |           |                              |                            |
| 7 |           |                              |                            |

**RE: RECOMMENDATION FOR APPOINTMENT IN SCHOOL POSTS/ FET COLLEGE/: EDUCATORS**

Circular 49/2005 HRA: FORM C1



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**11. INTERVIEWING PANEL**

|   | PANELIST | STATUS | SIGNATURE |
|---|----------|--------|-----------|
| 1 |          |        |           |
| 2 |          |        |           |
| 3 |          |        |           |
| 4 |          |        |           |
| 5 |          |        |           |
| 6 |          |        |           |
| 7 |          |        |           |

**12. OBSERVERS**

**NB: Any non-attendance of observers needs to be noted**

|   | OBSERVER | UNION    | SIGNATURE |
|---|----------|----------|-----------|
| 1 |          | SADTU    |           |
| 2 |          | CTU: ATU |           |
| 3 |          | NATU     |           |
| 4 |          |          |           |
| 5 |          |          |           |

**13. RECOMMENDATION:**

It is recommended that Mr/Ms \_\_\_\_\_  
be appointed in the post of \_\_\_\_\_  
with effect from \_\_\_\_\_. I declare that all due  
processes have been followed by the SGB in terms of Circular 49/2005.

\_\_\_\_\_  
**CHAIRPERSON: GOVERNING BODY**

**Date:** \_\_\_\_\_

**RE: RECOMMENDATION FOR APPOINTMENT IN SCHOOL POSTS/ FET COLLEGE/: EDUCATORS**

Circular 49/2005 HRA: FORM C1



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**PART B:**

**DISTRICT OFFICE:** This portion must be filled in by the relevant District Official after verification of all completed documentation sent by the SGB.

**RECOMMENDATION IN PARAGRAPH 13 SUPPORTED / NOT SUPPORTED / SUPPORTED AS AMENDED**

| Compliance:   | YES | NO |
|---|-----|----|
| REQV 13 +   |     |    |
| SACE REGISTRATION   |     |    |
| Pre-Mature Retirement e.g. VSP/Medical Boarding (*If "YES", full motivation must be provided in an annexure to this recommendation)     |     |    |
| Misconduct (If "YES", compelling reasons for the re-employment of the candidate must be provided in an annexure to this recommendation) |     |    |
| Certified Copies of Relevant Education Qualifications   |     |    |
| Appropriateness (according to SGB motivation and EE Grid: Form F)   |     |    |

**COMMENTS:**

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|  |      |  |      |
|--|------|--|------|
|  |      |  |      |
| Education Development<br>Officer (EDO) | DATE | CES: Education and<br>Governance (for<br>cognisance) | DATE |

**RECOMMENDATION IN PARAGRAPH 13 SUPPORTED / NOT SUPPORTED / SUPPORTED AS AMENDED**

|    |   | Post Level             |  |     |  |
|----|---|------------------------|--|-----|--|
|    |   | PL2                    |  | PL3 |  |
| NO | COMPLIANCE:   | Tick YES (✓) or NO (X) |  |     |  |
| 1. | Approved Post on Establishment                              |                        |  |     |  |
| 2. | Advertised Post in Vacancy List (bulletin)                  |                        |  |     |  |
| 3. | Principal Post upgraded and recommended appointment by SGB. |                        |  |     |  |
| 4. | Minimum salary notch of applicable salary level.            | R                      |  |     |  |
| 5. | Maximum salary notch of applicable salary level.            | R                      |  |     |  |
| 6. | Recommended salary notch for candidate.                     | R                      |  |     |  |

**COMMENTS:**

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|                      |      |
|----------------------|------|
|                      |      |
| Deputy Director: HRA | DATE |

**RE: RECOMMENDATION FOR APPOINTMENT IN SCHOOL POSTS/ FET COLLEGE/: EDUCATORS**

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**NB:** *The Deputy Director: HRA must attach the letter of appointment to this submission after concurring with the recommendation for the approval of appointment by the District Director.*

**RECOMMENDATION IN PARAGRAPH 13 APPROVED / NOT APPROVED / APPROVED AS AMENDED**

(District Director to duly sign the attached letter of Appointment together with this submission)

**COMMENTS:**

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\_\_\_\_\_  
**DISTRICT DIRECTOR**

\_\_\_\_\_  
**DATE**

**Note:** *This submission is be returned to the Deputy Director: HRA of the relevant district office to submit the letter of appointment via the EDO to the successful candidate who must be given 7 days to accept the offer of appointment*



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(Circular 49/2005) HRA: FORM D

**Statement/Declaration by all Interviewed Candidates**

The following brief affidavit must be completed by all interviewed candidates (signed by the EDO) and accompany the submission Form C: Recommendation for Appointment documentation.

1. Post Number: \_\_\_\_\_ Post Description: \_\_\_\_\_

2. Surname: \_\_\_\_\_ Initials: \_\_\_\_\_

3. PERSAL No: \_\_\_\_\_ ID No: \_\_\_\_\_

4. Present School/Institution: \_\_\_\_\_

5. Telephone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

6. SACE Registration No.: \_\_\_\_\_

6.1 HPCSA (optional) Registration No.: \_\_\_\_\_

7. Have you taken any early Retirement i.e. the Voluntary Severance Package or Medical Boarding?

☐ No ☐ Yes

8. Do you have any criminal record for a serious offence?

(Exclude *traffic offences or previously politically motivated offences*) ☐ No ☐ Yes

9. Have you been charged and found guilty of professional misconduct in the public service?

☐ No ☐ Yes

If the answer to any of these questions is “**yes**” please supply full details on a separate attached sheet, if necessary.

**NB: I declare that the above information is true and I understand that any false or incorrect information/statement may disqualify my application and nullify my possible appointment/promotion into this post.**

**Signature of Applicant:** \_\_\_\_\_

Cognisance that form was duly submitted:

**Date:** \_\_\_\_\_ or

**Chairperson of Governing Body:** \_\_\_\_\_

**Date:** \_\_\_\_\_.

**EDO:** \_\_\_\_\_

**Date:** \_\_\_\_\_.