



CHECKLIST – APPOINTMENT DOCUMENTS: APPOINTMENT IN ADVERTISED EDUCATOR (PL 1, HOD, DEPUTY PRINCIPAL & PRINCIPAL) POSTS

TITLE: _____ SURNAME: _____

FIRST NAMES: _____ DISTRICT: _____

SCHOOL: _____ APPT CATEGORY: _____

NOTE: Documents must be bound in the order as it appear on the checklist and folio numbers be allocated from the bottom to the top of the pack. The P69 Advice must therefore have the highest “folio nr.”

NO	DOCUMENT	PRINCIPAL	DISTRICT	FOLIO NR
1	P69 Advice			
2	Copy of approval submission			
3	Letter of appointment			
4	Reply slip			
5	Completed “Assumption of Duty” form – reflecting ACTUAL date of appointment signed by the Principal (Only after receiving an APPOINTMENT LETTER)			
6	Completed “Application for Appointment as Educator” [EDP 01 Form]			
7	Certified copy of barcoded ID Document			
8	Certified copy of Marriage Certificate (<i>issued by home affairs</i>) / Decree of Divorce (<i>if applicable</i>)			
9	Certified copies of all qualifications (<i>must include Matric /Grade 12 Certificates, Teachers Qualifications, i.e. Diploma in Education, B Ed Degree, ACE, NPDE, Further Diploma in Education</i>)			
10	Full Academic records / Transcripts in cases where subjects do not appear on Diplomas, Degree Certificates, etc. OR CV containing subjects			
11	Certified copy of SACE Certificate OR Proof of application (<i>Post Office receipt reflecting ID Number / Certified Mail Slip reflecting Personal particulars of applicant</i>)			
12	Bank Account Particulars Form – Stamped by Bank, Signed by Teller inside Stamp, Thumb print of Educator + Signed by Educator. (Please note: all changes MUST be initialled)			
13	Certified copy of Evaluation Certificate of qualification/s (<i>If foreign qualifications</i>) to be verified before appointment by the District or Provincial Office			
14	Proof of Registration with SARS. Tax number should be provided.			

It is herewith confirmed that properly completed forms and certified copies of all documents marked with a (✓) tick above have been provided by the applicant and received by the relevant office and are attached to this checklist

PRINCIPAL			
	PRINT NAME	SIGNATURE	DATE
VERIFIED AND CERTIFIED BY THE DEPUTY DIRECTOR: HRA			
	PRINT NAME	SIGNATURE	DATE

Please note: CPC will not accept incomplete documents (file) for any appointment.

