**CHECK LIST – APPOINTMENT DOCUMENTS: EDUCATION ASSISTANTSAND GENERAL SCHOOL ASSISTANTS**

**TITLE \_\_\_\_\_\_\_\_\_ SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FIRST NAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POST REF NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **DOCUMENT** | **APPLICANT** | **PRINCIPAL** | **DISTRICT** |
| 1. | Application letter |  |  |  |
| 2. | Curriculum Vitae (CV) |  |  |  |
| 3. | Testimonial |  |  |  |
| 4. | Completed Contract signed by the Employer and Employee |  |  |  |
| 5. | Assumption of duty |  |  |  |
| 6. | Certified copy of ID Document |  |  |  |
| 7. | Certified copy of Marriage Certificate (*issued by home affairs*) / Decree of Divorce. (*if applicable*) |  |  |  |
| 8. | Certified copies of highest qualifications |  |  |  |
| 9. | Bank Account Particulars Form – Stamped by Bank, Signed by Teller inside Stamp, Signed by Educator. (***Please note: all changes MUST be initialled)*** |  |  |  |
| 10. | Police clearance Certificate from SAPS |  |  |  |
| 11. | Proof of current Residential address: |  |  |  |
| 13 | Declaration Letter |  |  |  |

***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***

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT** |  |  |  |
| **PRINT NAME** | **SIGNATURE** | **DATE** |
| **VERIFIED BY THE PRINCIPAL** |  |  |  |
| **PRINT NAME** | **SIGNATURE** | **DATE** |
| **VERIFIED BY THE DISTRICT OFFICE** |  |  |  |
| **PRINT NAME** | **SIGNATURE** | **DATE** |

***Please note: Head office will not accept incomplete documents (file) for any appointment.***