



CONDITIONS OF PLACEMENT FOR EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS – TO BE USED BY ALL PEDS FOR ASSISTANTS PLACED IN SCHOOLS AS PART OF THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE

1. INTRODUCTION

- 1.1 This document contains the standard terms and conditions for the placement of Education Assistants and General School Assistants in schools as part of the PYEI in the Basic Education Sector.
- 1.2 In terms of Section 58 of the Public Service Regulations, 2016, an Executive Authority may appoint persons who are part of a developmental programme, including but not limited to, internships, learnerships and apprenticeships, on such terms and conditions that shall be determined by the Minister.
- 1.3 These conditions of placement for Education Assistants and General School Assistants shall apply to all assistants placed in schools as part of the Presidential Youth Employment Initiative, implemented in the Basic Education Sector.
- 1.4 By signing this contract, I accept that my personal information may be shared with other institutions for purposes of verification and that when processing such information, the school or Department of Education will comply with the POPI Act and all other applicable legislation.

2. DEFINITIONS

- 2.1 In this Document –

“**Department**” means the Provincial Education Department

“**Employer**” means the Provincial Education Department or person acting on behalf of the employer

“**Management**” means any person employed by the department at a school or Provincial Education Department to lead or manage people/officials.

“**Worker**” means any person working as an Education Assistant and General School Assistant.

“**Job placement**” means a **temporary** job that someone does in an organisation to **gain** work experience on a short time basis

“**EA**” means Education Assistant further categorised as Curriculum Assistant, Reading Champion, eCadre/ICT and Care & Support Assistant

"GSA" means General School Assistant further categorised as Handyman and Sport and Enrichment Assistant.

Assistant Initial: _____

Date: _____

“youth” means a young person that is between ages 18 – 34 years, that is turning 35 on or before March 2024.

“youth in LSEN school” means a person that is between ages 18 – 39 years, that is turning 40 on or before March 2024.

3. CONTRACT PERIOD

The contract period for Phase IV of PYEI in the province - Department of Education extends from 1 Feb 2023 to 30 September 2023.

4. TERMS OF-EMPLOYMENT

4.1 The placement of EAs and GSAs shall be guided by the following legislation:

4.1.1 Basic Conditions of Employment Act 75 of 1997;

4.1.2 Sectoral Determination 5: Learnership Sector, SA (Government Notice No. R234 as amended)

4.1.3 Section 58 of the Public Service Regulations, 2016 on Developmental Programmes

4.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

4.2 The contract of an EA and GA is for a specified period only with no expectation of permanency or an extension of the contract.

5. NORMAL HOURS OF WORK

5.1 An employer shall not set tasks or hours of work that require the EA/GSA to work-

5.1.1 More than forty hours in any week;

5.1.2 On more than five days in any week; and

5.1.3 For more than eight hours on any day.

5.2 There will be no payment for work done overtime

6. MEAL BREAKS

6.1 The EA/GSA may not work for more than five hours without taking a meal break of at least thirty minutes' duration.

6.2 An employer may require the EA/GSA to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another person or educator. However, an employer must take reasonable steps to ensure that the EA/GSA is relieved of his or her duties to take such a meal break thereafter.

Assistant Initial: _____

Date: _____

7. WEEKLY REST PERIOD

7.1 EA/GSA are not allowed to work on weekends, including public holidays, However, an EA/GSA may, in agreement with the **principal**, work on weekends and preferably Saturdays to perform work which must be done without delay and could not be performed by EA/GSA during their ordinary hours of work ("emergency work").

8. VACATION LEAVE

8.1 The EA/GSA is entitled to one-day vacation leave for every one full month that the EA/GSA has worked in terms of the contract.

9. SICK LEAVE

9.1 The EA/GSA is entitled to take one day's sick leave for every full month that the EA/GSA has worked in terms of the contract if he/she is unable to report for duty due to illness or injury.

9.2 Sick leave day/s may **not be accumulated and transferred** from one month to another.

9.3 An employer may require the EA/GSA to produce a medical certificate stating that the EA/GSA was unable to work on account of sickness or injury if the EA/GSA is-

9.3.1 Absent from work for more than one day; or

9.3.2 Absent from work on more than two occasions in an eight-week period.

9.4 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.

10. SCHOOL HOLIDAYS

10.1 The employment of EAs/GSAs and is aligned to the Public Service Act and Basic Conditions of Employment Act (BCEA).

10.2 The school principals may allow the EA/GSA time-off during the school holidays. This will be determined by the workload at the specific period in that school.

10.3 The above (9.2) is applicable with proper supervision of EAs/GSAs. (The school must ensure that the assistants are supervised.

Assistant Initial: _____

Date: _____

11. FAMILY RESPONSIBILITY LEAVE

11.1 EAs/GSAs who work at least five days per week, are entitled to **three days of paid family responsibility leave each for the term of contract** in the following circumstances-

11.1.1 When the employees' child is sick;

11.1.2 In the event of a death of –

11.1.2.1 The employees' spouse or life partner;

11.1.2.2 The employee's parent, adoptive parent, grandparent, child, adopted child, grandchild, or sibling.

12. STATEMENT OF CONDITIONS

12.1 An employer must give the EA/GSA a copy of the signed contract of employment together with this document containing the terms and Conditions of Employment and Code of Conduct at the start of employment. The contract of employment must contain the following details–

12.1.1 The names and identity number of the EA/GSA;

12.1.2 The employers' name and address;

12.1.3 The task or job that the EA/GSA is to perform;

12.1.4 The period for which the EA/GSA is hired or,

12.1.5 The EA/GSA's rate of pay and how this is to be calculated;

12.1.6 The date on which the EA/GSA will receive their stipends; and

12.1.7 The start and end dates of the contract.

13. MATERNITY AND PATERNITY LEAVE

The PYEI is a short term initiative with a limited time contract, that is aimed at the development of youth. The initiative therefore does not cater for maternity or paternity leave. Assistants placed in schools as part of the initiative may not be away from school for days that are not covered by vacation leave, family responsibility leave or sick leave.

Assistant Initial: _____

Date: _____

14. STUDY LEAVE

14.1 EAs / GSAs do not qualify for paid study leave. This means that should the Assistant request leave for study or Exam purpose, the days will be taken from vacation leave if they have accumulated their days. Should the assistant not have any days accumulated, then the days absent will be taken as leave without pay.

15. KEEPING RECORDS

- 15.1 Every employer and school principal must keep written records of at least the following –
- 15.1.1 the EA/GSA's name; position; physical address and contact details;
 - 15.1.2 copy of an acceptable EA/GSA identification;
 - 15.1.3 Payments made to each EA/GSA;
 - 15.1.4 Attendance register;
 - 15.1.5 Performance records;
 - 15.1.6 Disciplinary action records, if any was ever taken against such EA/GSA, during the course of the programme;
 - 15.1.7 Certificates of Trainings attended including Orientation
 - 15.1.8 Police Clearance Record (PCR) or application
 - 15.1.9 Clearance Certificate from Department of Justice and Constitutional Development (DoJ&CD) on the NSRO or proof of application
- 15.2 The employer must keep this record for the period of the programme or at least three years after termination of the contract.

16. PAYMENT

- 16.1 The EA/GSA is entitled to a gross monthly stipend of R4081.44 per month for each full month worked. There will be a 1% deduction for UIF resulting in a net stipend of R4040.63
- 16.2 A pro rata payment will be made if the EA/GSA does not work the full month. Payment will be calculated at R135.53 for each day worked in the month.
- 16.3 The stipend will be paid **on the last day** of every month. If the last day falls on a weekend or public holiday, the stipend will be paid on the last working day of the month.

Assistant Initial: _____

Date: _____

- 16.4 An employer must pay all stipends in full every month into an employee's bank account and on the date agreed upon in the employment contract.
- 16.5 The EA/GSA may not be paid less than the minimum stipend stated in the contract of employment.
- 16.6 Payment must be directly deposited into a bank account designated by the EA/GSA.
- 16.7 An employer must give the EA/GSA the following information in writing, upon request (**may be contained in the salary advice**):
 - 16.7.1 The period on which payment is made;
 - 16.7.2 The numbers of tasks completed or hours worked;
 - 16.7.3 The EA/GSA's earnings;
 - 16.7.4 Any money deducted from payment;
 - 16.7.5 The actual amount to be paid to the EA/GSA.

17. DEDUCTIONS

- 17.1 An employer shall not deduct money from the EA/GSA's payment without the EA/GSA's consent unless the deduction is required in terms of the law.
- 17.2 An employer must deduct and pay to the Department of Employment and Labour, Unemployment Insurance Fund (UIF) that the EA/GSA is required to pay.
- 17.3 An employer may deduct any money that was overpaid to the EA/GSA erroneously.
- 17.4 An employer may not require or allow the EA/GSA to pay the employer or any person for having been employed.
- 17.5 An employer may deduct from the stipend of the EA/GSA the amount equal to the number of days that the youth took leave that is outside the allocated leave days.
- 17.6 **Under no circumstances must the EA/GSA pay the employer or any person for having been employed.**

18. HEALTH AND SAFETY

- 18.1 Employer must take all reasonable steps to ensure that the working environment is healthy and safe.
- 18.2 The EA/GSA must-
 - 18.2.1 Work in a way that does not endanger his /her health and safety or that of any other person;
 - 18.2.2 Obey all health and safety instruction;

Assistant Initial: _____ Date: _____

- 18.2.3 Obey all health and safety rules of the employer;
- 18.2.4 Use personal protective equipment or clothing issued by the employer; and
- 18.2.5 Report any accident or near-miss incident or dangerous behaviour by another person to their employer, or manager.
- 18.2.6 Should the EA/GSA be injured on duty, the school need to inform the **circuit/district/** province immediately for the assistant to receive the health support needed/required.

19. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES

- 19.1 It is the responsibility of the employers to arrange for all persons employed to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- 19.2 The EA/GSA must report any work-related injury or occupational disease to their employer, or manager.
- 19.3 The employer must report the accident or disease to the compensation commissioner.
- 19.4 An employer must pay the EA/GSA who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months or up to the last day of the contract; whichever occurs first. The employer will be refunded this amount by the compensation commissioner. **This does not apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home**

20. PERFORMANCE MANAGEMENT

- 20.1 **The performance of the EA/GSA shall be based on the execution of functions as stipulated in the Job Description and the EA/GSA, by signing the Job Description, agrees to perform all the functions as contained in the said document to the best of his/her ability.**
- 20.2 **The employer must assess the performance of the Assistant on an ongoing basis and this must also be done formally utilising the prescribed Monthly Performance Report.**

21. TERMINATION OF CONTRACT

- 21.1 The employer may terminate the placement contract of the EA/GSA for good cause after following a fair procedure.
 - 21.1.1 **Continued unsatisfactory performance extending over 2 months;**
 - 21.1.2 **absence for more than five consecutive days without approval of the employer or informing the employer;**

- 21.1.3 non participation, without good reason, of mandatory training courses
- 21.1.4 contravention of any of the conditions stipulated in the contract
- 21.1.5 any false and/or misleading information/misrepresentation impacting on any of the requirements or conditions of placement

- 21.2 The EA/GSA will not receive severance pay on termination of the contract.
- 21.3 The EA/GSA who is absent for more than five consecutive days without approval of the employer or informing the employer will have terminated the contract.
- 21.4 The EA/GSA who does not attend required **training planned and paid for**, without good reason, will have terminated the contract.

22. GRIEVANCE AND DISPUTE RESOLUTION PROCEDURE

- 22.1 The EA/GSA shall in cases of unfair labour practice, lodge/file a grievance with the employer against his/her fellow employees or the **Principal**.
- 22.2 Grievances may include cases of harassment, bullying, discrimination and also issues concerning treatment.
- 22.3 The EA/GSA should report a grievance with regards to the above firstly to his/her supervisor or manager if it is against fellow employees, and to the employer if it is against the **Principal**.
- 22.4 For record purposes, the grievance should be in writing and dealt with as speedily as possible and the decision taken in the process must also be in writing.
- 22.5 If the EA/GSA feels dissatisfied with the decision of the **Principal** or employer, he/she may refer a dispute to the Commission for Conciliation Mediation and Arbitration (CCMA).

Assistant Initial: _____

Date: _____

23. CERTIFICATE OF SERVICE

On termination of placement, the EA/GSA is entitled to a certificate stating –

- 23.1 the EA/GSA's full name;
- 23.2 the name and address of the employer;
- 23.3 Project which the EA/GSA worked on;
- 23.4 The work performed by the EA/GSA;
- 23.5 Any training received by the EA/GSA as part of the project;
- 23.6 The period for which the EA/GSA worked on the project;
- 23.7 Any other information deemed relevant.

24. UNEMPLOYMENT INSURANCE FUND

The payment in respect of both the Employee and Employer share of UIF will be made by way of direct transfer to the Department of Employment & Labour. (by school / PED)

25. PARTICIPATION IN THE COMPULSORY TRAINING

- 25.1 I confirm that I have participated in and completed the compulsory online Generic Orientation and Nation School Safety Framework (NSSF) training.
- 25.2 I confirm that I will participate in and complete the compulsory Online Safety and Digital Literacy training.
- 25.3 Failure to attend and complete the compulsory training may result in the placement not approved by the district.
- 25.4 Failure to provide proof of attendance and completion of modules for the compulsory trainings may result in placement not being confirmed.

Assistant Initial: _____

Date: _____

26. UPHOLDING THE IMAGE OF THE DEPARTMENT

26.1 As an EA/GSA, I confirm that:

26.1.1 I am aware of the main objectives of the PYEI, both from the Presidency and DBE perspectives. I confirm that the orientation provided perspective and understanding of PYEI.

26.1.2 should I experience challenges, I know the process to follow to lodge a complaint.

26.1.3 I will not publicise unofficial information or information that miscommunicates the position of the Department on any matter (information not approved by HOD).

26.1.4 I will not tarnish the image of the DBE/PED/District/Circuit/School in any way or in any media channel.

27. SUBMISSION OF PERSONAL INFORMATION

By submitting my personal information in any form to the school or the DBE/PED/District/Circuit/School, I acknowledge that such conduct constitutes a reasonable unconditional, specific voluntary written consent to the processing, sharing, transferring and verification of such personal information by the DBE/PED/District/Circuit/School for the purpose including but not limited to:

27.1 The South Revenue Services (SARS) disclosing my taxpayer information in terms of section 69(6)(b) of the Tax Administration Act, 2011 (Act No.28 of 2011).

27.2 Verification of my information against the information held in the various databases such as at the Departments of Home Affairs and Employment and Labour; in particular, with the Unemployment Insurance Fund and the Workman's Compensation Fund; SASSA, National Student Financial Aid Scheme (NSFAS) and the Department of Basic Education.

27.3 Commercial banks registered in South Africa to confirm my status.

27.4 DBE/PED/District/Circuit/School to verify my information against their database for any social grants I may be a beneficiary thereof.

27.5 Department of Justice and Constitutional Development for verification against the National Register for Sexual Offenders.

27.6 Department of Police for Name clearance.

27.7 I understand that DBE/PED/District/Circuit/School may terminate my contract based on findings made by the Auditor General of South Africa (AGSA) based on databases which they may have at their disposal. I also agree that DBE/PED/District/Circuit/School may request my information which is in the possession of the AGSA for the purpose of verifying my income.

Assistant Initial: _____

Date: _____

27.8 DBE/PED/District/Circuit/School may share information with other government institutions such as the AGSA for auditing and planning purposes.

27.9 DBE/PED/District/Circuit/School may also share my Personal Information where its processing involves a clear benefit to the data subject such as referral to economic and development opportunities.

28. UNDERTAKING

I (Full Name of Assistant) ID Number
 acknowledge having read the terms and conditions together with
 in this Conditions of Placement, I fully understand and accept same and undertake to carry out my
 duties to the best of my ability.

This UNDERTAKING constitutes the contract between the Parties.

SIGNED atthis day of 20.....

NAME AND SURNAME IN PRINT ASSISTANT	SIGNATURE OF ASSISTANT	DATE
NAME AND SURNAME IN PRINT MENTOR	SIGNATURE OF MENTOR	DATE
NAME AND SURNAME IN PRINT PRINCIPAL (duly authorised on behalf of employer)	SIGNATURE OF PRINCIPAL (duly authorised on behalf of employer)	DATE

CODE OF CONDUCT FOR EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS

INTRODUCTION

The Code of Conduct spells out the rules regarding the Education Assistants (EAs) and General School Assistants (GSAs) conduct at school and describes the disciplinary processes to be implemented by the school concerning transgressions by these EAs and GSAs.

The Code applies to all EAs and GSAs while they are on the school premises or when they are away from school representing it or attending school functions.

By signing the employment contract, the EAs and GSAs are committing to abide by this Code of Conduct.

The administration of the Code of Conduct is the responsibility of the School's Management.

GENERAL PRINCIPLES

EAs and GSAs are expected at all times:

1. To Behave in a courteous and considerate manner towards each other, learners, all staff members of the school and visitors to the school.
2. To always appear neat and tidy.
3. Not behave in a manner that will not disrupt teaching and learning activities in a school.
4. To obey lawful and reasonable instructions from those in position of authority.

Assistant Initial -----

Date-----

REPORTING FOR DUTY

All EAs and GSAs are required:

1. To report for duty as stipulated in their employment contract and start work at the official starting time.
2. Are required to sign the attendance register when they report for duty and when they leave the school at close of business.
3. If arrive late for work, to fill in a leave form for the hours he/she have missed. The leave form will be captured as leave for a day once the hours missed make a full day hours of work.
4. To report any absence from work to the school principal. Absence for more than five (5) days without a valid reason or permission by the school principal constitutes misconduct.
5. Not allowed to leave the school premises or work during working hours without the permission of the school principal.

GENERAL RULES

1. EAs and GSAs must respect the beliefs, culture, dignity and rights of others as well as their right to privacy and confidentiality.
2. Unruly, rude and/or offensive behavior is prohibited.
3. Language that is seen as pejorative, discriminatory or racist is prohibited.
4. Any act that belittles, demeans or humiliates another person's culture, race or religion is prohibited.
5. Stealing is prohibited.
6. No dangerous objects or illegal drugs will be brought into and/or used in the school premises.
7. Drinking of alcohol during working hours is prohibited. Therefore, performing duties under the influence of alcohol is also prohibited.

Assistant Initial -----

Date-----

DISCIPLINARY PROCEDURE

The responsibility to discipline EAs and GSAs lies with the school principal and the principal is expected to report any disciplinary action and decision taken to the District Office.

The disciplinary procedures will be applied in line with the Schedule 8 of the Labour Relations Act 66 of 1995 as amended and the applicable School's Disciplinary Code and Procedures.

MISCONDUCT THAT WARRANTS DISCIPLINARY ACTION

1. Misconduct takes place when EA or GSA disregards or contravene the rules of the workplace as stated in this Code. Some of the rules are the terms of the employment contract.
2. Besides the above, an EA or GSA commits misconduct if he/she commits one of the following:
 - 2.1 If he/she steals from anyone in the school.
 - 2.2 If he/she commits an act of sexual assault on a learner or other co-worker.
 - 2.3 Having a sexual relationship with a learner.
 - 2.4 Seriously assaulting with intention to cause grievous bodily harm to a learner or a co-worker.
 - 2.7 Illegal possession of an intoxicating, illegal or stupefying substance.
 - 2.8 If he/she commits a common law or statutory offence (e.g. murder or rape)
 - 2.9 Causing a learner to perform any acts contemplated in 2.1 to 2.8 above.

The above- mentioned misconduct acts are considered serious in nature and warrant termination of the contract.

- 2.10 Making racial remarks.
- 2.11 If he/she is absent from work without a valid reason or permission from the school principal.
- 2.12 Always reporting late for work or taking longer breaks than required.
- 2.13 Shows disrespect or fails to obey lawful and reasonable instructions given by persons of authority.
- 2.14 Intentionally damaging another person's possessions/ property.
- 2.15 Swearing or using obscene gestures.
- 2.16 If he/she is involved in/commits any act that brings the school's name into disrepute.
- 2.17 While on duty, conducts himself/herself in an improper, disgraceful or unacceptable manner.
- 2.18 If he/she commits an act of dishonesty.

Assistant Initial -----

Date-----

If an EA or GSA is found guilty of committing one of the above-mentioned misconducts, the sanction might be:

1. A warning (either verbal, written or final written).
2. Termination of contract of employment.

APPEAL PROCESS

1. An Education Assistant or General School Assistant whose services have been terminated as a result of misconduct as contemplated above, may appeal to the District Director against the sanction imposed by the principal within 3 working days of receiving the sanction.
2. The District Director must within 3 working days consider the appeal, and may
 - a. Uphold the appeal; or
 - b. Dismiss the appeal.
3. The principal must immediately implement the decision of the District Director.

_____ NAME AND SURNAME IN PRINT ASSISTANT	_____ SIGNATURE OF ASSISTANT	_____ DATE
_____ NAME AND SURNAME IN PRINT MENTOR	_____ SIGNATURE OF MENTOR	_____ DATE
_____ NAME AND SURNAME IN PRINT PRINCIPAL	_____ SIGNATURE OF PRINCIPAL	_____ DATE

Annexure 2: Sample Letter for Acceptance of Offer and Declaration

School Stamp

I _____ ID NO:

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Accept the placement offer of EDUCATION ASSISTANT / GENERAL SCHOOL ASSISTANT

At _____ School on _____ 2021

I further declare that:

1. I am still within the required age of 18 – 34 years
2. I am residing at the location of the school
3. I am the only one from my home appointed in the PYEI
4. I and NOT in Education, NOT in Employment, NOT in Training (NEET)
5. I am NOT studying part-time, full-time, online, or distance learning
6. I am NOT receiving government grants for myself (e.g., NSFAS, Funza Lushaka, other COVID grant/s – R350)
7. I am NOT receiving any other form of WAGE, SALARY, or STIPEND
8. I have NO criminal record/s
9. I have signed the contract and job description in phase IV
10. I will attend all compulsory trainings in Phase IV
11. I will attend three additional trainings in Phase IV
12. I was NOT placed in Phase I, II and III **(In any of the 9 provinces)**
13. I was not unfairly advantaged above others due to my relations to staff members (SMT or SGB)
14. Youth living with disability must provide medical certificate confirming the nature of disability
15. I am NOT participating in any Learnership or other form of employment
16. I understand that when processing my information, the school/District/PED/DBE will comply with the POPI Act and all other applicable legislation.
17. I have a valid South African Identity Book/Card or valid Passport and work permit
18. I have signed a contract and job description for Phase IV.
19. I grant permission for the Department to share my information with the relevant stakeholders in the initiative.
20. All information, including Personal Information, supplied to School/District/Province/DBE is valid, accurate, complete and current.
21. I undertake to immediately notify the school and province of any change in my financial circumstances, personal circumstances, contact details or change in circumstances in relation to clause 1 - 15 which would disqualify from the PYEI

22. I understand and agree that any false and/ or misleading information that I provide is punishable by law and / or that such information or any incorrect will justify termination of the contract.

_____ NAME AND SURNAME IN PRINT (ASSISTANT)	_____ SIGNATURE	_____ DATE
_____ NAME AND SURNAME IN PRINT (SCHOOL PRINCIPAL)	_____ SIGNATURE	_____ DATE

I _____ the principal of _____ confirm that this declaration was signed in my presence and contents therefore explained to the assistant who has confirmed that HE/SHE by signing understands the contents. **I understand and agree that any false and/ or misleading information that I provide is punishable by law and / or that such information or any incorrect will justify disciplinary procedures.**

This is the only control that the DBE and Provinces are implementing for placement and compliance to the Framework. This control may rely on ethics and integrity of the Assistants and school principal.

Annexure 30: Checklist of documents of Assistants (placed/appointed)

CHECKLIST

APPOINTMENT DOCUMENTS: EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS

TITLE:	SURNAME:	FIRST NAME:
ID NUMBER:	PROVINCE:	DISTRICT:
CIRCUIT:	SCHOOL:	EMIS:
CATEGORY:	SUB-CATEGORY:	EA PLACED AT GRADE:
EA: PLACED WHICH SUBJECT:		

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 (<i>issued by home affairs</i>) / Decree of Divorce. (<i>if applicable</i>)			
8.	Certified copies of 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 Record (PCR) from SAPS and NSRO from DoJCD			
11.	Proof of current residential address:			
13	Acceptance and 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 CIRCUIT OFFICE			
	PRINT NAME	SIGNATURE	DATE
VERIFIED BY THE			

DISTRICT OFFICE			
	PRINT NAME	SIGNATURE	DATE

APPROVED