basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Northern Cape
Department of Education

PRESIDENTIAL
EMPLOYMENT
STIMULUS

CHECK LIST OF DOCUMENTS NEEDED FOR EDUCATION ASSISTANTS (EA) & GENERAL SCHOOL ASSISTANTS (GSA)

PREPARATION, BETWEEN NOW AND DECEMBER 2022:

- Go to your nearest Police station to apply for a SAPS PCR - **P**olice **C**learance **R**eport (see the process below*)
- Once you receive the SAPS **PCR**, proceed to apply for vetting on the **NRSO** (see the process below**)

AT INTERVIEWS AT THE SCHOOLS you need to submit the following:

☐ 1. Certified copy of ID / passport

☐ 2. CV

☐ 3. Testimonial (from former school, local chief, church leader etc)

☐ 4. Copy of your NQF level 4 or higher qualification certificate (this is NOT required for GSA positions) but recommended for EA roles

See below what you need to submit once you are appointed **and start applying for these documents so long to be prepared**

ONCE NOTIFIED THAT YOU HAVE BEEN APPOINTED you need to submit the following additional documents:

☐ 5. **SAPS PCR** (Police Clearance Report) to the school where you are appointed.

The SAPS PCR is a Fingerprint report (see * on how to apply for this at your nearest Police station)

☐ 6. **Certificate** from the Department of Justice to confirm that you are NOT on the **N**ational **R**egister for **S**exual **O**ffenders (**NRSO**)

See below at ** what you need to do to apply for this at the Department of Justice

7. **Principal will give you the ACCEPTANCE AND DECLARATION FORM for signing**

☐ You will sign a DECLARATION at the school where you confirm a couple of things, for e.g., you were not appointed in Phase I, II or II as a EA or GSA, you are NOT in employment, education or training, you do NOT receive a R350 SASSA grant, and you do NOT have a criminal record, but it would be best if you can submit the SAPS PCR as soon as possible as this will be required by all appointed EAs and GSAs.

BEFORE YOU START WORKING at the school, you need to:

8. Submit the following **3 certificates**: *(the school will invite you to the training)*

☐ 7.1 Certificate of completion of Online Orientation training

☐ 7.2 Certificate of completion of Digify Africa digital literacy module

☐ 7.3 Certificate of completion of the National School Safety Framework course

* HOW TO APPLY FOR THE **SAPS PCR**

- Go to your nearest Police station or Local Criminal Record Centre (LCRC) and complete a SAPS 91-a FINGERPRINT FORM
- Pay R75
- Collect the Police Clearance Report (PCR) within 15 days of application, but you have to take your ID / passport with for collection.

Please note that this might take longer due to the number of applicants applying for this nationally

*Make two copies of the report once you receive it and hand the one copy in at the school. Keep one copy safe. You will need to submit the original below***

** HOW TO APPLY FOR THE **CERTIFICATE** to proof that you are **NOT** on the **NATIONAL REGISTER OF SEXUAL OFFENDERS** (NRSO)

- Complete a J738 – FORM 7 and sign the form
- You need to give reasons for applying for a certificate. Use the following: *"I am applying for an Education / General School assistant role at my nearest school"*
- You need to attach a certified copy of your ID / passport
- You need to attach a SAPS 91-a FINGERPRINT form (see *) – attach the original SAPS PCR and remember the one copy of the PCR goes to the school
- You need to provide a full forwarding or postal address / physical address / contact number/s / email address / any contact details so that the certificate can be send to you

Once your form is completed in full, please hand deliver or courier to the following address:

Department of Justice and Constitutional Development, 329 Momentum Centre, corner Pretorius and Sisulu streets, Pretoria, 0002 or any other Justice and Constitutional Office at provincial level

SOUTH AFRICAN POLICE SERVICE

TO BE COMPLETED IN BLOCK LETTERS

ENQUIRY

	OFFICE USE ONLY		
Full name and surname	FIMS Enq. No. .... /		
Identity number ☐☐☐☐☐☐☐☐☐☐☐☐☐	Barcode No.		
Town and country of birth	Received		Verify	
Address				
.... M	FIMS		Validate	
Date of birth............... Race: B C I W Gender F	Scan		SRE	

Statement by the person whose fingerprints are taken: * I have not been convicted of any offence. * I have been convicted of (state place, date and sentence)..

I unconditionally indemnify the South African Police Services and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

Signature of applicant.. Cell phone no of applicant.................................... * Delete which is not applicable

I certify that the above applicant's signature was placed on this form in my presence and his/her fingerprints taken by me.
....(Signature of official responsible)
Initials and surname..
Designation ....
Business address .... (Street address)

These finger- and palm prints MUST be checked for quality by a senior member at the station BEFORE the individual is released. If unsuitable the prints MUST be retaken.

Checked by .... PERSAL no..................................

	LEFT THUMB	Reason for enquiry:	RIGHT THUMB	
Fold				

	Thumb	Forefinger	Middle finger	Ring finger	Little finger	
RIGHT HAND / Fold	1	2	3	4	5	RIGHT HAND
LEFT HAND / Fold	6	7	8	9	10	LEFT HAND

Left hand (Plain impressions of four fingers taken simultaneously)	Right hand (Plain impressions of four fingers taken simultaneously)

FORM 7

[Regulation 17(1)]

APPLICATION FOR CERTIFICATE BY PERSON IN RESPECT OF OWN PARTICULARS

**Section 44 of the Criminal Law (Sexual Offences and Related Matters)
Amendment Act, 2007 (Act No. 32 of 2007) (the Act)**

Note:
1. *A fingerprint report of applicant must be attached to this form (a fingerprint report can be obtained from any police station).*
2. *A certified copy of an Identity document of applicant must be attached to this form.*

1.	PERSONAL INFORMATION
Title:	
Full names and surname:	
Indicate any other surnames:	
Indicate any known alias or nickname:	
Profession or trade:	
Date of birth:	
Age:	
Identity number / Passport number:	
Driver's licence number:	
Home address/ Last known physical address:	
Any other contact details (preferably forwarding address)	
E-mail address:	
Telephone number:	
Cell number:	

Type of sexual offence:	
Date and place of conviction:	
Sentence:	
Sentence imposed:	
Reason for applying for certificate:	

Signed at ……………………………….on this …………… day of …………………………… 20…….

_____
Applicant

Delete whichever is not applicable.

J738