

Western Cape Education Department
Application form for a teacher post (Conversion Process)

INSTRUCTIONS:

1. Complete only ONE form and answer all questions.
2. This form must be completed in ink and submitted with your application.
3. A false declaration will result in the immediate disqualification/dismissal of the applicant/successful applicant.
4. This complete form must be the first page of your application.
5. Certified copies (not originals) of qualification certificates and testimonials must be enclosed.

Application's Persal Number/Departmental Reference Number:

By which education department were you previously employed?

Must your pension contributions be transferred from that previous department? (if applicable) YES NO

A. PERSONAL DETAILS (Where applicable, indicate with an X in the appropriate block).

1. Surname:		2. First names:		3. Maiden name:									
4. Date of Birth:		5. Identity Number:		6. Tax number:									
7. Gender:	Male	Female	8. Marital Status	Married	Single	Divorced	Widower	Widow					
9. Date married/divorced/widowed			10. Present School										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Day</td> <td style="width: 33%;">Month</td> <td style="width: 33%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Day	Month	Year							
Day	Month	Year											
11. Nationality:													
12. Home language:													
13. Do you have any bursary obligations YES/NO. If yes, to which Department?													
14. Indicate your state of health			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Good</td> <td style="width: 33%;">Reasonable</td> <td style="width: 33%;">Poor</td> </tr> </table>					Good	Reasonable	Poor			
Good	Reasonable	Poor											
15. Have you ever been found guilty of a criminal offence IN YOUR WORK or been dismissed from a post? YES/NO If yes, please supply details on a separate sheet of paper.													
16. Postal address:													
Postal Code: Dialing Code and Tel. No.													

B. POST FOR WHICH YOU ARE APPLYING

1. School/Institution.....
2. Rank (e.g. Educator):
3. Phase (e.g. Primary, Secondary):
4. Advertisement number:
5. Are you prepared to attend an interview at your own expense should this be the request? YES NO

C. LANGUAGE ENDORSEMENT

Language Endorsement (e.g. English Higher/Lower; Afrikaans Higher/Lower):

Issued by: Year:

D. ACADEMIC AND PROFESSIONAL QUALIFICATIONS (Attach particulars on a separate sheet if necessary.)

Qualifications	Year	NAME OF DIPLOMA OR CERTIFICATE	MINIMUM DURATION OF COURSE	NAME OF INSTITUTION THAT ISSUED THE CERTIFICATE	MAIN SUBJECT PASSED
1. Academic (e.g. B.A., B.Sc.)
2. Professional(e.g. HDE, B.Ed.)
3. Technical (e.g. N.T.O.)
4. Other

E. SUBJECTS AND ACTIVITIES OFFERED (If senior primary or secondary education, indicate which subjects which you are willing/ qualified to offer.)

<u>Subjects:</u>	<u>Grades</u>	<u>Language Medium</u>	<u>Extracurricular activities offered:</u>
.....	Sport:
.....
.....	Other:
.....

F. PREVIOUS EXPERIENCE

1. Indicate previous experience in the categories indicated below:
This information is of utmost importance and must be correct.

CATEGORY	YEAR/MONTHS	SUBJECTS AND GRADES TAUGHT
College of Education
Technical College
FET Phase (Grades 10-12)
Senior Phase (Grades 7-9)
Intermediate Phase (Grades 4-6)
Foundation Phase (Grades R-3)
TOTAL		

2. Number of achievement awards received:

1. Date:
2. Date:
3. Date:

G. NON TEACHING EXPERIENCE

Name and address of employer:
Position held:
Period:From:To:

I certify that this form has been fully completed and that all information provided is correct.

.....
DATE

.....
SIGNATURE