



WESTERN CAPE EDUCATION DEPARTMENT

NOMINATION FOR APPOINTMENT TO A PUBLIC SERVICE POST

A. IMPORTANT NOTICE

This form must be completed by the Head of the Institution/ Directorate and stapled to the application form of the nominee (Z 83) and must be submitted with the written authority (proof) of (prior) approval granted by the delegated authority (Directorate: Internal Human Capital Administration) for the nominee to assume duty.

B. DOCUMENTS TO BE ATTACHED

- Duly completed signed application form (Form Z 83)
- Certified copy of identity document (not a copy of a certified copy)
- Certified copy of all qualifications (Certificates / Diplomas / Degrees)
- Application to have salary paid into bank account – (Form DPE 3 – Original Document)
- Leave forms and medical certificates of permanent post incumbent (in the case of substitutes)

C. NAME / PARTICULARS OF INSTITUTION / OFFICE

D. PARTICULARS OF POST

Post Title (e. g., general assistant, foreman etc.)

The post is funded / not funded	YES		NO	
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Cause of vacancy (e. g. , new post resignation, leave etc)

New post: Authority number and date of authority

Existing vacancy: Name and Persal no. of previous incumbent

Date on which post was vacated

E. PERIOD OF APPOINTMENT

Start Date

End Date

F. PARTICULARS OF NOMINATED APPLICANT

Surname

Full Names

Persal Number

Identity Number

Remarks (If any)
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Signature of Head of Institution / Component

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Chairperson of SGB / Director

Date:

Date:

