



Province of the
EASTERN CAPE
EDUCATION

HEAD OF DEPARTMENT: EDUCATION

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HRM CIRCULAR NO: 26 OF 2018

TO **DEPUTY DIRECTOR-GENERALS**
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA&P
CES: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS

FROM: **THE HEAD OF DEPARTMENT: EDUCATION**

DATE: **23-07-2018**

SUBJECT: RE-APPOINTMENT OF EDUCATORS AFTER BREAK IN SERVICE

1. It has been observed that educators who have previously exited the services of the State are being re-appointed either into substantive posts or as substitute educators. Moreover, in many instances these appointments are being converted to permanent appointments after having served for a certain period.
2. In considering the re-appointment of educators after a break in service, it must be noted that in terms on the relevant prescripts the Department of Education is obliged to give preference to other applicants who comply with the prescribed requirement for appointment and young entrants to the profession in particular over persons who already had the opportunity of a career in education. It has, therefore, become necessary to implement additional control measures with a view to ensuring that the Department fulfills its obligations in this regard.
3. It has consequently been decided that in future the re-appointment of educators in either substantive posts or as substitute educators is to be approved by the Head of Department. This approval requirement is applicable to educators who are being considered for re-appointment within or after 12 months from their date of exit

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4. Requests for the re-appointment of educators after a break in service must be fully motivated. The motivation in this regard must include, inter alia, the following:
 - 4.1 the subject specialization/s and the grade/s to be taught;
 - 4.2 attempts made to redeploy an additional or displaced educator in filling the vacancy;
 - 4.3 attempts made to secure the services of a bursary holder or newly qualified educator for the vacancy.
5. Under no circumstances must educators who are returning after a break in service be allowed to assume duty without the necessary prior approval from the Head of Department.
6. Applicants with a break in service must enclose a copy of their last salary advice so as to enable the department to determine the correct salary notch in the event of appointment. A certified salary advice must be included by applicants from other provinces and departments so as to enable the department to determine the correct salary notch in the event of re-appointment. Each applicant should complete the attached application form for approval.
7. Kindly bring the contents of this circular to the attention of all employees under your supervision.



TS KOJANA
HEAD OF DEPARTMENT: EDUCATION

DATE

23/07/2018



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RESIGNED EDUCATOR EMPLOYMENT APPLICATION FORM FOR APPROVAL

INSTRUCTIONS:

1. This form must be submitted in place of Curriculum Vitae.
2. This form must be completed in black ink.
3. Certified copy of the last pay slip and Certified copy of the ID should be attached to this form. Certified copies of certificates should not be attached to this form. It should be submitted only after approval of your request.

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

Ref(for office use)		ID Number							
Surname		Names							
Gender	F	M	Race*	A	C	I	W	Persal Number	E-mail address
Address (Residential)									
		Code							
Address (Postal)									
		Code							
District		SACE Registration No.							
Cell phone No.		Alternative Contact							

* A= African, C= Coloured, I= Indian/Asian, W= White

A. ACADEMIC AND PROFESSIONAL QUALIFICATIONS (Only relevant qualifications or minimum qualifications to be provided)

Qualifications	Year obtained	Name of Diploma or Certificate
Professional (e.g. Ed, PGCE)		
Academic (e.g. BA, B.Sc.)		
Technical (e.g. NTD)		
Other		

SUBJECTS, LEARNING AREAS (If senior primary or secondary education, indicate which subjects you are willing/ qualified to offer)

Subjects:	Grades:	Language medium:	Experience
(1) Major			
(2) Major			
(3) Additional			
(4) Additional			
TOTAL NUMBER OF YEARS TEACHING EXPERIENCE			

Type of position interested in (may select more than one)

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Substitute
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I certify that this form has been fully completed and that all information provided is correct.

.....
SIGNATURE

.....
DATE

Head Office Use Only: _____
