



Province of the
EASTERN CAPE
EDUCATION

CHECK LIST – APPOINTMENT DOCUMENTS: APPOINTMENT AS SCHOOL SUPPORT TEAMS AND EDUCATOR ASSISTANTS (ABNORMAL APPOINTMENT)

TITLE _____ SURNAME: _____

FIRST NAMES: _____ DISTRICT: _____

SCHOOL: _____ POST REF NO: _____

NO	DOCUMENT	APPLICANT	PRINCIPAL	DISTRICT
1	Fully Completed "Z83" Form and CV			
2	Completed Contract signed by the Employer and Employee			
3	Assumption of duty			
4	Certified copy of ID Document			
5	Certified copy of Marriage Certificate (<i>issued by home affairs</i>) / Decree of Divorce. (<i>if applicable</i>)			
6	Certified copies of highest qualifications			
7	Bank Account Particulars Form – Stamped by Bank, Signed by Teller inside Stamp, Signed by Educator. (Please note: all changes MUST be initialled)			
8	Security clearance Certificate from SAPS			
9	Proof of current Residential address:			
10	Proof of Registration with SARS .Tax number should be provided.			

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 DISTRICT OFFICE			
	PRINT NAME	SIGNATURE	DATE

Please note: Head office will not accept incomplete documents (file) for any appointment.