



WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post. This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

- 1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.
- 2 - Passport number in the case of non-South Africans.
- 3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.
- 4 - This information will only be taken into account if it directly relates to the requirements of the position.
- 5 - The Executive Authority shall consider the criminal record (s) against the nature of the job.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Reference number (as stated in the advert) Please Enter Job Reference Number	Department where the position was advertised South Cape TVET
Position Name Position Name	If you are offered the position, when can you start OR how much notice must you serve with your current employer? Available Immediately

B. PERSONAL INFORMATION 1

Surname Surname / Last Name
Full names Full Names
Date Of Birth Date of Birth
Identity Number (Required if SA citizen) ID Number
Passport number Passport Number
Ethnicity* African
Gender* Male
Do you have a disability? No
Are you a South African citizen? Yes
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? No
Do you have any pending criminal case against you? No

Reference number

Type in reference number as per job post advertised

Position Name

Auto populates as per reference number

Notice Period

Select notice period applicable using drop-down arrow

Date of Birth

YYYY-MM-DD

ID Number

If South African Citizen

Passport Number

If NOT South African Citizen

HANDY HINTS: (Duplicate Applications)

- Please do not apply for the same position multiple times
- Your ID number will be linked to the job reference number

IMPORTANT:

Complete all fields accurately and honestly

C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS

Preferred language for correspondence
English

Email
Email Address

Contact Number / Moolle Number
(eg. 0123125911)
Contact / Moolle Number

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'

Language
Language Name
English

Speak Proficiency
Good

Write and Read Proficiency
Good

Add Another Language

E. FORMAL QUALIFICATION? (from highest to the lowest)

Name of institution
Name of institution

Name of Qualification Obtained
Name of Qualification

Student Number
Student Number

Year Obtained
Year Obtained

Status
In Progress

Add Another Qualification

F. WORK EXPERIENCE (Also attach a detailed CV)

PLEASE CAPTURE MOST RECENT WORK EXPERIENCE FIRST

Most Recent Employer
Most Recent Employer Name
Employer Name

Most Recent Post held
Post Held

From
Employed From

To
Employed To

Status
Current

Reason for leaving
Reason for Leaving

HANDY HINTS:

- Use arrow drop-down to make selections
- Click blue button to add additional information per section

HANDY HINTS: (Work Experience)

- Capture your data in order of most recent experience first

IMPORTANT:
Complete all fields accurately and honestly

[Add Another Reference](#)

DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.

I agree Date

Signature

Add Supporting Documentation
This should include the below documents:

PLEASE NOTE THAT ATTACHING A CV IS COMPULSORY. IT IS RECOMMENDED THAT A .PDF VERSION IS ATTACHED, IF POSSIBLE. ALL APPLICANTS ARE ENCOURAGED TO ATTACH THE BELOW LISTED SUPPORTING DOCUMENTS IF AVAILABLE. ONLY SHORTLISTED APPLICANTS WILL BE REQUESTED TO SUBMIT ADDITIONAL DOCUMENTATION.

CV (Compulsory)
 No file chosen

ID/Passport (please attach if available)
 No file chosen

Qualification (please attach if available)
 No file chosen

Drivers License (please attach if available)
 No file chosen

Additional Information/References (at least 3 references if not already provided in Section G)
 No file chosen

[Next](#)

HANDY HINTS:

- Use arrow drop-down to make selections
- Click blue button to add additional information per section

Date

YYYY-MM-DD

I agree

By clicking on the box provided, you agree to the terms and conditions of the Z83 application

Signature

Using your finger or a stylus apply your signature or initials using your smartphone, smart device, mouse or touch pad

Add Supporting Documents

Adding supporting documents is important for your application for the position advertised.

Click on **Choose File** to add the document from your desktop browser or USB stick

Attaching a CV is **Compulsory** as per DPSA requirements
Note the documents that are marked **Compulsory**, this means that adding these documents will ensure your submission is compliant.

ALL DOCUMENTS MUST BE .PDF FORMAT or in MSWord

IMPORTANT:

Complete all fields accurately and honestly

Next

Double check your input in this form.

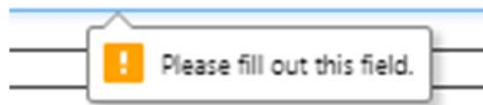
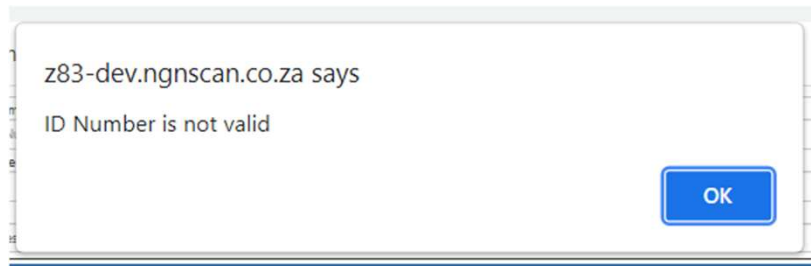
Once complete, click **Next** button.

You will then be taken to a second page to answer a few additional questions and complete an optional user satisfaction survey. Once complete, click **Submit** button.

A small pop-up will appear confirming your submission.

Your submission will be sent to the Z83 Applicant Tracking System used by the Recruitment Department.

You will receive email confirmation of your submission and you will be contacted upon success of your submission.



HANDY HINTS:

- If any of the compulsory fields are not completed correctly, you will see a pop-up that will bring your attention to the error and you will then need to go back to the relevant field and correct. Then try to **Submit** again.
- You will have 30 minutes to complete the form. If you take longer, the digital form will **Time-Out** and you will have to begin again.
- You will receive an email to the email address captured in your application. This email will confirm that your submission has been received and provide you with a link to edit your application while the job vacancy is open to receive applications.
- You will be able to print/save as .pdf a copy of your submitted Z83 Form.