SOUTH AFRICAN POLICE SERVICE

APPLICATION FOR APPOINTMENT IN ADVERTISED
SENIOR MANAGEMENT POSTS

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***Note that amendments were effected to the attached application form specifically for this advert. UTILISING ANY OTHER APPLICATION FORM MAY RESULT IN THE REJECTION OF THE APPLICATION.**

THIS FORM IS ONLY APPLICABLE TO SMS POSTS ADVERTISED INTERNALLY IN THE

WITH CLOSING DATE OF 19 OCTOBER 2026 AT 16:00

SURNAME		**INITIALS**	

Post for which you apply (as indicated in the advertisement):
THIS IS THE POST NUMBER THAT WILL BE REGISTERED

POST NUMBER	**26/10/**	**POST PARTICULARS**	

CURRENT EMPLOYER / POST THAT YOU OCCUPY AND PROVINCE / DIVISION:

EMPLOYER		POST	
PROVINCE			

Initials and Surname: ……..

INSTRUCTIONS

- **Read National Instruction 11 of 2017: Appointment to posts in the Senior Management Service and ensure compliance with all provisions of the National Instruction in your application.**

- **Application forms may be delivered by hand to the Subsection: SMS Appointment Administration, Wachthuis Building, Thibault Arcade, 225 Pretorius Street, PRETORIA, 2nd floor, room T208 (between 07:30 and 16:00), or may be posted to:**

  The South African Police Service
  Subsection: SMS Appointment Administration
  Private Bag X 986
  PRETORIA: 0001

Enquiries can be directed to ANY of the personnel at SMS Appointment Administration: Head Office including, Col Els, Lieutenant Colonel Rivombo and Lieutenant Colonel Göppel-Theron at telephone numbers: 012 393- 2444 / 2996 / 1480 / 2773 / 2484 / 1078 / 1016 / 2436.

- **Only the official application form for Senior Management Service (SMS) posts in the South African Police Service, which can be obtained from the SAPS website: www.saps.gov.za, will be accepted.**
- All instructions on this application form must be adhered to. Failure to do so may result in the rejection of the application.
- **This form must be properly completed and be signed and dated by the applicant.** Applicants must endorse their initials and surname at the bottom of every page in the space provided.
- **This application form must be completed in block letters (handwritten or typed).**
- **The post particulars and number of the post must be correctly specified on the application form.**
- **A separate application form and CV must be submitted for each post you apply for.**
- **The CV must contain full particulars of**:
  - all boards on which an applicant serves;
  - current employment and other business interests; and
  - career promotions, appointments, career developments, career history, current studies and qualifications.
- **An applicant must also attach to every application copies of the following (which need not be certified):**
  - ID document;
  - valid motor vehicle driver's license (must be valid on closing date for applications as stipulated in the advertisement);
  - Degree / Diploma certificates of all post school educational qualifications obtained (academic records and / or statement of results do not suffice)
  - Academic records for qualifications obtained; and
  - Any specific document / course required in the advertisement.
- **Applications must be mailed timeously. Late applications will not be considered.** It is the responsibility of the applicant to ensure that the application has been received at the Subsection: SMS Appointment Administration, Head Office **on or before the closing date and time of the advertisement** (please note that **in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement).**
- **Applications which do not meet the above-mentioned requirements may be rejected.**
- **Correspondence will be conducted with successful candidates only.**

A. PERSONAL PARTICULARS								
PERSAL NUMBER								
SURNAME								
INITIALS								
FIRST NAMES								
IDENTITY NUMBER								
DATE OF BIRTH								
AGE								
RACE AND GENDER								
NATIONALITY								
PRESENT RANK / POSITION								
SALARY PER ANNUM	**R**							
MANAGEMENT LEVEL **mark appropriate level with a X*	**Middle Manager (MMS)**		**Senior Manager (SMS)**					
	Period: From ……. to ……..		**Period: From …….. to ……..**					
DATE APPOINTED IN PRESENT RANK / POSITION								
POSTAL ADDRESS								
POSTAL CODE								
TELEPHONE (HOME)								
TELEPHONE (WORK)								
CELLULAR NUMBER								
E-MAIL ADDRESS								
MARITAL STATUS	**MARRIED**		**SINGLE**		**DIVORCED**		**LIFE PARTNER**	
DO YOU HAVE A VALID DRIVERS' LICENSE?	**YES**				**NO**			
	CODE							
	VALID UNTIL:							
DO YOU HAVE A VALID CERTIFICATE ON FIREARM COMPETENCY?					**YES**		**NO**	
DO YOU HAVE A VALID MAINTENANCE CERTIFICATE (AT LEAST A HANDGUN)?					**YES**		**NO**	
DO YOU HAVE A PEP/SMS RATING OF AT LEAST "SATISFACTORY" IN YOUR LAST PERFORMANCE ASSESSMENT?					**YES**		**NO**	
DID YOU APPLY FOR ANY OTHER POST IN THIS ADVERTISEMENT?					**YES**		**NO**	

IF YES SPECIFY THE POST NUMBERS:

LANGUAGE PROFICIENCY — specify level: good / fair / poor			
LANGUAGE	(1)	(2)	(3)
SPEAK			
WRITE			
READ			

ARE YOU PHYSICALLY DISABLED?	YES	NO
(IF YES, SPECIFY NATURE OF DISABILITY)		

ARE YOU IN GOOD HEALTH?					
PHYSICALLY	YES	NO	PSYCHOLOGICALLY	YES	NO
IF YOUR ANSWER TO ANY OF THE ABOVE IS NO, SPECIFY					

ANY OTHER COMMENT(S) CONCERNING YOUR HEALTH

DO YOU HAVE ANY TATTOO MARKS ON YOUR BODY WHICH WILL BE VISIBLE WHEN WEARING ANY POLICE UNIFORM?	YES	NO
IF YES, DESCRIBE (NATURE OF TATTOO, LOCATION ON BODY)		

HAVE YOU EVER BEEN DISCHARGED FROM A PREVIOUS EMPLOYER OR POST?	YES	NO
IF YES, SPECIFY		

ARE YOU A MEMBER OF ANY COUNCIL, BOARD OR PRIVATE ENTITY?	YES	NO
IF YES, SPECIFY		

ARE YOU INVOLVED IN ANY OUTSIDE BUSINESS, ACTIVITIES OR HAVE ANY INTERESTS WHICH MAY CONFLICT OR IS LIKELY TO CONFLICT WITH THE EXECUTION OF ANY OFFICIAL DUTIES, SHOULD YOU BE THE SUCCESSFUL CANDIDATE FOR THIS POST?	YES	NO
IF YES, SPECIFY		

ARE YOU IN POSSESSION OF A SECURITY CLEARANCE CERTIFICATE								YES	NO
IF YES, SPECIFY	OTHER	YES	NO	SECRET	YES	NO	TOP SECRET	YES	NO
IF SECRET / TOP SECRET – VALID UNTIL									
IF OTHER, SPECIFY									

HAVE YOU EVER BEEN DECLARED INSOLVENT?	YES	NO
HAVE YOU EVER BEEN FOUND GUILTY OF A CRIMINAL / DEPARTMENTAL / DISCIPLINARY OFFENCE OR HAS ANY CIVIL JUDGMENT BEEN DELIVERED AGAINST YOU? (PARTICULARS MUST BE ATTACHED)	YES	NO

Initials and Surname: ……..

IF YES, SPECIFY		
ARE THERE ANY CRIMINAL / DEPARTMENTAL / DISCIPLINARY INVESTIGATION(S) OR CRIMINAL / DEPARTMENTAL / DISCIPLINARY HEARING OR CIVIL MATTERS PENDING AGAINST YOU?	YES	NO
IF YES, SPECIFY		
ARE YOU A RESPONDENT IN AN INTERIM OR FINAL PROTECTION ORDER IN TERMS OF THE DOMESTIC VIOLENCE ACT, 1998 (ACT NO 116 OF 1998) OR PROTECTION FROM HARASSMENT ACT, 2011 (ACT NO 17 OF 2011)?	YES	NO
IF YES, SPECIFY		
DOES YOUR PARTICULARS APPEAR IN THE REGISTER REFERRED TO IN CHAPTER 7, PART 2 OF THE CHILDREN'S ACT, 2005 (ACT NO 38 OF 2005) OR THE NATIONAL SEX OFFENDERS REGISTER [SECTION 42 OF THE CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT, 2007 (ACT NO 32 OF 2007)]? IF YES, PARTICULARS MUST BE ATTACHED	YES	NO
IF YES, SPECIFY		

HAVE YOU EVER BEEN REFERRED TO A PSYCHIATRIC HOSPITAL IN TERMS OF SECTION 77(6) / OR FOUND NOT TO HAVE HAD THE NECESSARY CRIMINAL CAPACITY AND REFERRED TO A PSYCHIATRIC HOSPITAL IN TERMS OF SECTION 78(6) OF THE CRIMINAL PROCEDURE ACT, 1977 (ACT NO 51 OF 1977)? IF YES, PARTICULARS MUST BE ATTACHED	YES	NO
IF YES, SPECIFY		

DID YOU APPLY FOR A SEVERANCE PACKAGE?	YES	NO

B. PARTICULARS OF REFERENCES

REFERENCES CONCERNING MANAGEMENT SKILLS (not relatives)			
NAME AND ADDRESS		NAME AND ADDRESS	
POSTAL CODE		POSTAL CODE	
TEL. HOME		TEL. HOME	
TEL. WORK		TEL. WORK	
CELL.		CELL.	
E-MAIL ADDRESS		E-MAIL ADDRESS	

C. CAREER PROMOTIONS / APPOINTMENTS			
YEAR	**PROMOTION / APPOINTMENT**	***POST TITLE***	***NAME OF EMPLOYER***

D. CAREER DEVELOPMENT (TRAINING: COURSES) ⇨ PLEASE COMPLETE IN FULL			
YEAR	**INSTITUTION**	**COURSE PARTICULARS**	**DURATION OF TRAINING / COURSES (e.g. 3 days / 2 weeks, etc.)**

E. QUALIFICATIONS ⇨ LIST ALL RELEVANT QUALIFICATIONS APPLICABLE TO THE POST YOU ARE APPLYING FOR ***(*HIGHEST SCHOOL AND TERTIARY QUALIFICATIONS COMPLETED)***:		
YEAR	**INSTITUTION**	**QUALIFICATION**

Initials and Surname: ……..

F. EXPERIENCE ON MANAGERIAL LEVEL

DOES YOUR EXPERIENCE ON THE REQUIRED LEVEL (MANAGERIAL) RELATE TO THE CORE FUNCTIONS OF THE ADVERTISED POST?	**YES**	**NO**

IF YES – INDICATE IN FULL HOW YOUR PREVIOUS EXPERIENCE, IN A MANAGERIAL CAPACITY, RELATES AND QUALIFIES YOU TO APPLY FOR THE ADVERTISED POST.

PERIOD:	

G. DESCRIBE THE FUNCTIONS WHICH YOU PERFORM IN YOUR CURRENT POST

Initials and Surname: ……..

H. CERTIFICATE

1. I hereby apply for an appointment to a post in the South African Police Service. I am aware of the fact that there are limited posts and that no promises were made to me about an appointment in the South African Police Service.
2. I am aware of the fact that:
2.1 The National Commissioner is under no obligation to fill an advertised post;
2.2 I shall have to submit myself at my own expense and risk to any medical or other tests which are an inherent requirement for the post that may be required to finalize my application for appointment;
2.3 I have to provide full particulars concerning obligations to employers and debts if my application receives further consideration;
2.4 If my application does not meet the requirements stipulated in National Instruction 11 of 2017 as well as the advertisement, my application will be rejected;
2.5 If I am short listed I will be be subjected a preliminary security vetting process which must reflect no negative issue against me.
2.6 I also agree to submit a set of fingerprints to the secretary of the selection committee for verification / vetting against the National Criminal Record Database as well as the National Register for Sex Offenders (NSRO);
2.7 If I am found to be the final selected candidate for appointment in a post which forms part of certain identified categories, I will be subjected to a vetting process in terms of the prescripts of the Sexual Offences Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). If my name appears on either one of the National Registers, will be disqualified from appointment to that post. If it appears after an applicant's appointment that his / her name appears in either of the indicated registers, his / her appointment may be reconsidered.
2.8 If I am found to be the final selected candidate and that it is discovered that I failed to disclose any criminal or disciplinary or civil matter (pending / conviction / sanction) against me, my application may be rejected / my appointment may be reconsidered;
2.9 If I am found to be the final selected candidate and that it is discovered that I failed to disclose that I am a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act No 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), my application may be rejected / my appointment may be reconsidered;
2.10 If I am the final selected candidate I will disclose any financial interest, in the prescribed format, as provided for in the SAPS Employment Regulations, 2018 for newly appointed SMS candidates or proof of the electronic submission for the previous disclosure period, my application may be rejected / my appointment may be reconsidered;
2.11 If at any stage it is discovered that I have disclosed false information or failed to disclose any information which may have affected my candidature, my application / and or candidature may be rejected / my appointment may be reconsidered; and
2.11.1 I note that the appointment of the successful candidate will be conditional, and if I am successful I will be required to undergo a **lifestyle audit** and **security vetting** process to the level of **Top Secret** and obtain a security clearance of **Top Secret**, failure which will result in my appointment being re-considered.
3. I certify that all the information supplied by me on this application form is in all respects true and correct.

DATE: ……

PLACE: ……

……
SIGNATURE OF APPLICANT

Initials and Surname: ……..