

# SOUTH AFRICAN POLICE SERVICE

## APPLICATION FOR APPOINTMENT IN AN ADVERTISED POSTS



**THIS FORM IS ONLY APPLICABLE TO POSTS ADVERTISED INTERNALLY AND/OR EXTERNALLY, ON SALARY LEVELS 2 – 12 (South African Police Service Act)**

<b>SURNAME</b>		<b>INITIALS</b>			
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**Post for which you apply (as indicated in the advertisement):**  
THIS IS THE POST REFERENCE NUMBER THAT WILL BE REGISTERED

<b>POST REFERENCE/ REFERENCE NUMBER</b>		<b>POST PARTICULARS</b>	
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**CURRENT EMPLOYER / POST THAT YOU OCCUPY AND PROVINCE / DIVISION:**

<b>EMPLOYER</b>		<b>POST</b>	
<b>PROVINCE</b>			
<b>DID YOU APPLY FOR ANY OTHER POST IN THIS ADVERTISEMENT?</b>		YES	NO
<b>IF YES, SPECIFY THE POST NUMBERS:</b>			

Initials and Surname: .....

## **INSTRUCTIONS**

**Enquiries** can be directed to the contact person mentioned in the advertisement.

- ⇒ **Only the official application form, which can be obtained from the SAPS website: [www.saps.gov.za](http://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, 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 original application form and CV must be submitted for each post you apply for. Copies will not be accepted.**
- ⇒ **The CV must contain full particulars of:**
  - all boards on which an applicant serves;
  - remunerative work outside the public service;
  - 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:**
  - ID document;
  - valid motor vehicle driver's license;
  - All educational qualifications obtained, Senior Certificate, Degree / Diploma certificates of all post school educational qualifications obtained (academic records and / or statement of results only do not suffice); and
  - Service certificates of previous employers stating the post occupied, must also be submitted.
- ⇒ **Applications must be delivered timeously. Late applications will not be considered.** It is the responsibility of the applicant to ensure that the application has been received **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**). **If you send your application by Courier, send it to our door address.**
- ⇒ **Applications which do not meet the above-mentioned requirements may be rejected.**
- ⇒ **Correspondence will be conducted with successful candidates only.**
- ⇒ Verification of qualifications will be done and the appointment will be subjected to confirmation of the qualifications.
- ⇒ Short-listed candidates will be interviewed only on the date and time specified by the relevant selection committee.
- ⇒ In filling the above post, an applicant whose appointment will promote representivity may receive preference.
- ⇒ The South African Police Service is not under any obligation to fill a post after it has been advertised.
- ⇒ Although the post is advertised, the National Commissioner may withdraw the post from the advertisement, re-advertise the post or fill the post by transferring a person at the same level where this is deemed to be in interest of service delivery.
- ⇒ The appointment of the successful applicant will come into effect on the first day of the month following the date on which the National Commissioner approved the appointment.

Initials and Surname: .....

<b>A. PERSONAL PARTICULARS</b>															
PERSONAL NUMBER (currently in SAPS, SANDF or another Public Service Department)															
SURNAME															
FIRST NAMES															
IDENTITY NUMBER															
DATE OF BIRTH			AGE												
PRESENT RANK / POSITION			TITLE												
ARE YOU A SOUTH AFRICAN CITIZEN?						YES			NO						
DATE APPOINTED IN PRESENT RANK / POSITION															
POSTAL ADDRESS						WORK ADDRESS									
POSTAL CODE								POSTAL CODE							
TELEPHONE NUMBER (HOME)															
TELEPHONE NUMBER (WORK)															
CELL															
E-MAIL															
AFRICAN	M	F	WHITE	M	F	COLORED	M	F	INDIAN	M	F				
MARITAL STATUS			MARRIED			SINGLE			DIVORCED						
DRIVERS LICENCE		YES		NO		CODE				VALID UNTIL					
ARE YOU PHYSICALLY DISABLED (SPECIFY)				YES				NO							
ARE YOU IN GOOD HEALTH?															
PHYSICALLY			YES		NO		PSYCHOLOGICALLY			YES		NO			
IF YOU ANSWER TO ANY OF THE ABOVE IS NO, SPECIFY															
ANY OTHER COMMENT(S) CONCERNING YOUR HEALTH:															
DO YOU HAVE ANY VISIBLE TATTOO?						YES			NO						
IF YES, SPECIFY (APPEARANCE / ON WHICH PART OF THE BODY):															

Initials and Surname: .....

HAVE YOU EVER BEEN DISCHARGED FROM A PREVIOUS EMPLOYER OR POST?		YES	NO
IF YES, SPECIFY THE FOLLOWING REASON (SELECT ONE WITH AN X)			
RETRENCHMENT	MISCONDUCT	MEDICAL UNFITNESS	SEVERANCE PACKAGE
VOLUNTARY RESIGNATION			
DATE OF TERMINATION:			
EMPLOYER:			
IN INSTANCE OF VOLUNTARILY RESIGNATION, WAS THERE A DISCIPLINARY CASE PENDING?		YES	NO
IF YES ABOVE, <u>PROVIDE DETAILS IN A SEPARATE SHEET</u>			
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 CONDUCTING BUSINESS WITH THE STATE OR ARE YOU A DIRECTOR OF A PUBLIC OR PRIVATE COMPANY CONDUCTING BUSINESS WITH THE STATE?		YES	NO
IF YES, PROVIDE DETAILS			
IN THE EVENT THAT YOU ARE EMPLOYED IN THE PUBLIC SERVICE, WILL YOU BE PREPARED TO IMMEDIATELY RELINQUISH SUCH BUSINESS INTEREST?		YES	NO
HAVE YOU BEEN FOUND GUILTY OF ANY CRIMINAL OFFENCE		YES	NO
IF YES SPECIFY FOLLOWING:			
CASE NUMBER:	NAME OF STATION: _____ CAS _____ /MONTH _____ /YEAR _____		
TYPE OF OFFENCE: (e.g. assault)			
SENTENCE IMPOSED (MARK WITH AN X):			
IMPRISONMENT PERIOD: _____ (e.g. 2 YEARS)	SUSPENDED Period: From _____ (date) To _____ (date)	ADMISSION OF GUILT AMOUNT: R _____	
HAVE YOU EVER BEEN GOUND GUILTY IN A DISCIPLINARY MATTER?		YES	NO
IF YES, SPECIFY THE FOLLOWING			
MISCONDUCT (e.g.) absence without leave)			
SANCTION IMPOSED:			
DATE OF SANCTION:			
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			

Initials and Surname: .....



**D. QUALIFICATIONS**

LIST ALL RELEVANT QUALIFICATIONS APPLICABLE TO THE POST YOU ARE APPLYING FOR (\*HIGHEST SCHOOL AND TERTIARY QUALIFICATIONS COMPLETED):

YEAR	INSTITUTION	QUALIFICATION

**E. DESCRIBE THE FUNCTIONS WHICH YOU PERFORM IN YOUR CURRENT POST**


**F. PREVIOUS EXPERIENCE (from inception to date)**

START DATE	END DATE	COMPANY (INSTITUTION)	REASON FOR LEAVING

**G. PARTICULARS OF WORK REFERENCES (NOT RELATIVES)**

NAME:					NAME:				
ADDRESS OF COMPANY:					ADDRESS OF COMPANY:				
EMAIL:					EMAIL:				
POSTAL CODE					POSTAL CODE				
TEL. HOME					TEL. HOME				
TEL. WORK					TEL. WORK				
CELL.					CELL.				

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 6 of 2005 as well as the advertisement, my application will be rejected;
  - 2.5 If I am short listed I will be subjected to a vetting process. 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);
  - 2.6 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.
  - 2.7 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;
  - 2.8 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;
  - 2.9 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
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: .....