SOUTH AFRICAN POLICE SERVICE

APPLICATION FOR APPOINTMENT IN AN ADVERTISED POSTS

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

Post for which you apply (as indicated in the advertisement):

THIS IS THE POST REFERENCE NUMBER THAT WILL BE REGISTERED

POST REFERENCE / REFERENCE NUMBER		POST PARTICULARS	

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

EMPLOYER		POST	
PROVINCE			
DID YOU APPLY FOR ANY OTHER POST IN THIS ADVERTISEMENT?		YES	NO
IF YES, SPECIFIY THE POST NUMBERS:			

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, 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.

A. PERSONAL PARTICULARS

PERSAL 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**						
TELEPONE 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):											

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**	**SEVERANGE PACKAGE**	**VOLUNTARY RESIGNATION**	
DATE OF TERMINATION:					
EMPLOYER:					
IN INSTANCE OF VOLUNTARILY RESIGNATION, WAS THERE A DISCIPLINARY CASE PENDING?				**YES**	**NO**
IF YES ABOVE, PROVIDE DETAILS IN A SEPARATE SHEET					
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					

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		

B. CAREER PROMOTIONS / APPOINTMENTS

YEAR	PROMOTION / APPOINTMENT *(*INDICATE POST TITLE AND NAME OF EMPLOYER)*

C. CAREER DEVELOPMENT (TRAINING: COURSES)

PLEASE COMPLETE IN FULL

YEAR	INSTITUTION	COURSE PARTICULARS	DURATION OF TRAINING / COURSES (eg. 3 days / 2 weeks, etc.)

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 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: ……

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Place: …… **SIGNATURE OF APPLICANT**

Initials and Surname: ……..