



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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Reference no: 14/1/1/P
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HR EMPLOYMENT PRACTICES: CIRCULAR NO 26 OF 2019

TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS AND GOVERNMENT COMPONENTS

1. The Z-83 application for employment form is prescribed in terms of Regulation 10 of the Public Service Regulations, 2016.
2. The DPSA previously requested inputs regarding the revision of the current Z83 form to address broader aspects of prerequisite information that may be useful during the recruitment and selection process. The inputs received from the departments have been analysed and the attached revised draft Z83 form has been developed. The amendments to the Z83 form will also impact on electronic recruitment systems and the changes will have to be incorporated into all government online application systems, in order to ensure that all fields that are contained on the paper based Z83 form, are included on the online systems respectively.
3. In order to minimise risks and delays in the filling of posts due to the challenges that are related to the screening of candidates and declarations, the envisaged new Z83 form seeks to eliminate potential risks and delays as a result of problems that arise after the interviews have been finalized.
4. Against this background, departments are afforded an opportunity to submit comments on the draft revised Z83 form. All inputs must be directed to Mr PW Mveli at Philani.Mveli@dpsa.gov.za within 30 days of the date of this circular.
5. Your co-operation in the above regard will be highly appreciated.

Kind regards

DIRECTOR GENERAL

DATE: 14/08/19



APPLICATION FOR EMPLOYMENT

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. Since all applicants cannot 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 – Applicants with substantial qualifications or work experience must attach a CV.

A. THE ADVERTISED POST (Compulsory)

Position for which you are applying (as advertised)	Department where the position was advertised
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?

B. PERSONAL INFORMATION (Compulsory)¹

Surname				
First names				
Date of birth				
Identity number ²				
Race ³	African	White	Coloured	Indian
Gender ³			Female	Male
Do you have a disability? ³			Yes	No
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
Do you have a valid work permit? (only if non South African)			Yes	No
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? If yes (provide the details)			Yes	No
Do you have any pending criminal case against you? If yes, (provide the details)			Yes	No
Have you ever been dismissed from employment? If yes (provide the details)			Yes	No
Do you have any pending disciplinary case against you? If yes, (provide the details)			Yes	No
Have you been granted a severance package in the Public Service? If yes, (provide the details) e.g letter from the employer			Yes	No
Have you resigned from a recent job pending any disciplinary proceeding against you? If yes, (please note that provisions of section 16B (4) (5) and (6) of the Public Service Act shall apply. Please provide the details of the case.			Yes	No

	Have you been discharged or retired from the Public Service on the grounds of ill-health?	Yes	No
	If yes, (provide the details)		
	If your profession or occupation requires official registration, provide date and particulars of registration	Date	Reg. No

C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS (Compulsory)

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor' (Compulsory)

	Languages (specify)					
Speak						
Read						
Write						

E. FORMAL QUALIFICATIONS* (Compulsory)

Name of School/Technical College	Highest qualification obtained	Year obtained
Tertiary education (complete for each qualification you obtained)		
Name of institution	Name of qualification	Year obtained
Current study (institution and qualification):		

F. WORK EXPERIENCE* (Compulsory)

Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-appointment						Yes	No

If yes, Provide the name of the previous employing department	
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G. REFERENCES (Compulsory)		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION (Compulsory)	
<i>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 supplied could lead to my application being disqualified or my discharge if I am appointed.</i>	
Signature:	Date:

DRAFT