



**the dpsa**

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## **HRP & EMPLOYMENT PRACTICES: CIRCULAR NO 35 OF 2019**

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

### **CERTIFIED DOCUMENTS THAT ACCOMPANY APPLICATIONS FOR EMPLOYMENT**

Personnel Suitability Checks in the Public Service, flows from Public Service Regulation 57(1) (c) of the Public Service Regulations, 2016 which sets out that an Executive Authority must subject an employee or candidate for employment to personnel suitability checks as directed by the Minister for the Public Service and Administration.

Furthermore, Regulation 67(9) (a) and (b) stipulates that the Executive Authority shall satisfy himself/herself that the candidate qualifies in all respects for the post and that his/her claims in his/her application have been verified. This requirement is in line with good practice to ensure that good quality candidates are recruited and appointed and also serves as a deterrent to applicants from submitting false or incorrect information when applying for posts.

It has come to the attention of the Minister for the Public Service and Administration and the President of the Republic of South Africa, that departments have adopted a practice of requiring certified copies of documents not older than 3 months to accompany applications for employment. It should be noted that the prescribed application for employment form (Z-83) and the Public Service Regulations do not prescribe such timeframe for certification of documents that accompany applications as a requirement.

This practice impacts negatively on the job seekers in the current economic climate in South Africa, and there is a need to reduce the burden on job seekers of submitting certified copies of supporting documents which are not older than three (3) months, (such as academic qualifications) with each application.

Against this background, the DPSA has considered the role of certification of documents and the impact in terms of the processes that precede the appointment of successful candidates in line with the personnel suitability checks as prescribed in Regulation 57(1) (c).

It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide any validation to the authenticity of the original document. The validation occurs when the document is verified for authenticity (as qualifications are verified by the South African Qualifications Authority (SAQA)).

The application for employment form (Z-83) provides under the section "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final decision.

It is in this context that departments are advised to at least accept certified copies of documents submitted with an application for employment that are up to six (6) months old, in those cases where the document certified does not have an expiry date within the six-month period. This will not only reduce the financial burden on job seekers, but will also reduce the workload that the certification of documents creates for the South African Police Services.

Notwithstanding the above, departments and Executive Authorities must in line with Regulation 67(9) (a) and (b) satisfy themselves that the candidate qualifies in all respects for appointment and that his or her claims in his or her application for the post have been verified and record that verification in writing.

Kind regards

  
Director-General  
Date: 24/10/2019