



the dpsa

Department:
Public Service and Administration
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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS AND GOVERNMENT COMPONENTS

HRP CIRCULAR NO 1 of 2017

REVIEW OF THE Z83 (APPLICATION FOR EMPLOYMENT) FORM

1. The purpose of this Circular is to afford departments an opportunity to suggest changes to the above mentioned form.
2. Based on an input submitted to the DPSA, it is evident that the question in Part B of the Z83 form that deals with an applicant's profile in relation to criminal offences and previous dismissal(s) from employment, should be reformulated for the purpose of soliciting a proper and accurate response from applicants. The intention is to obtain, in accordance with Regulation 10(4) of the Public Service Regulations, 2016 approval from the Minister for the Public Service and Administration that the relevant question be amended as follows:

Current Z83			Proposed amendment to Z83		
Have you been convicted of a criminal offence or been dismissed from employment?	Yes	No	Have you been convicted of a criminal offence?	Yes	No
			Have you been dismissed from employment?	Yes	No

3. Given that the Z83 form is prescribed for national use throughout the Public Service, it is only appropriate that departments be consulted on the aforementioned change. Any other inputs on the format and content of the form will also be appreciated.
4. The comments and other inputs must be submitted to the DPSA by no later than 31 January 2018. The inputs received will be assessed for their appropriateness, following which the amendments will be submitted to the Minister for the Public Service and Administration for approval.

Mr Willie Vukela
Acting Director-General
Department of Public Service and Administration

Date: 2017/12/6