

6 DECEMBER 2015

SOUTH AFRICAN POLICE SERVICE

APPLICATION FOR APPOINTMENT IN AN ADVERTISED POST



THIS FORM IS ONLY APPLICABLE TO SMS POSTS ADVERTISED INTERNALLY ON 2015-12-07 AND EXTERNALLY ON 2015-12-06

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

POST NUMBER										POST PARTICULARS	
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Current employer/ post that you occupy and Province:

EMPLOYER		POST	
PROVINCE			

Reference number	4	5	1	Closing date	2	0	1	5	1	2	2	1
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Signature of applicant:

Initials and Surname:

- Application forms may be delivered by hand to the Subsection: Senior Management Appointments: Wachthuis, Thibault Arcade, 225 Pretorius Street, PRETORIA, 2nd floor, room T208 **(between 07:30 and 16:00)**, or may be posted to:

The South African Police Service
 Subsection: Senior Management Appointments
 Private Bag X 986
 PRETORIA: 0001

Enquiries can be directed to ANY of the personnel at Senior Management Appointments: Head Office including Colonel Govender, Lieutenant Colonel Hudson, Lieutenant Colonel Naicker, Lieutenant Van Rensburg at telephone number: 012-393-1427/4463/1078.

➔ **PLEASE ATTEND TO THE FOLLOWING IMPORTANT DIRECTIVES:**

- ⇒ ***The closing date for applications is 2015-12-21.***
- ⇒ Only the official application form 4/5/1 on which the closing date (2015-12-21) for this advertisement is stipulated will be accepted. All instructions on the application form must be adhered to, failure to do so may result in the rejection of the application.
- ⇒ 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;
 - current employment and other business interests;
 - career promotions, appointments, career developments, career history,
 - current studies and qualifications;
 - an applicant must also attach to every application certified copies of the following:
 - ID document;
 - motor vehicle driver's license;
 - all educational qualifications obtained;
 - academic results; and
 - service certificates of previous employers stating the post occupied.
- ⇒ Applications must be mailed timeously. Late applications will not be accepted or considered.
- ⇒ **Short-listed** candidates will be subjected to security clearance, at least up to the level of Secret. Candidates will have to submit two sets of fingerprints as well as a **thoroughly completed** Z204 form or proof of existing security clearance, to the secretary of the selection committee.
- ⇒ **Short-listed candidates** for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.
- ⇒ Appointments will be made in terms of the SAPS Act, 1995 (Act Number 68 of 1995).
- ⇒ Correspondence will be conducted with successful candidates only.
- ⇒ Short-listed candidates will be interviewed only on the date and time specified by the relevant selection committee;
- ⇒ All shortlisted candidates will be subjected to an Assessment Centre process over a period of two days, in compliance with directives from the Department of Public Service and Administration, which will be used to assess the relevant technical elements of the job as

Signature of applicant:

Initials and Surname:

well as the generic managerial competencies, the logistics of which will be communicated by the Department;

- ⇒ Successful candidates will have to conclude a contract of employment, enter into a performance agreement and disclose all financial interests in terms of the South African Police Service Employment Regulations, 2008, as amended.
- ⇒ All appointees will have to complete a QVA2 form, to which all academic qualifications must be attached, for verification.
- ⇒ Trough the filling of the above-mentioned post, an applicant whose appointment will promote representivity may receive preference.
- ⇒ The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- ⇒ 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 the 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.

INSTRUCTIONS

1. THIS APPLICATION FORM MUST BE COMPLETED, IN BLACK INK AND BLOCK LETTERS (handwritten or typed).
2. COMPLETE A SEPARATE, ORIGINAL APPLICATION FORM FOR EACH POST FOR WHICH YOU APPLY. **COPIES ARE NOT ACCEPTABLE.**
3. CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE LAST PAGE OF EVERY APPLICATION:
 YOUR IDENTIFICATION DOCUMENT
 DRIVERS LICENCE
 CERTIFICATES OF ALL QUALIFICATIONS OBTAINED
 STUDY RECORDS OF ALL QUALIFICATIONS
 SERVICE CERTIFICATES OF PREVIOUS EMPLOYER/S STATING THE KIND OF POSTS OCCUPIED.
4. **IF YOU ARE SHORT-LISTED, TWO SETS OF YOUR FINGERPRINTS MUST BE TAKEN BY A POLICE OFFICIAL AND HANDED TO THE SECRETARY OF THE INTERVIEWING PANEL.**
5. THIS FORM MUST BE SWORN TO OR AFFIRMED AND BE SIGNED IN THE PRESENCE OF A COMMISSIONER OF OATHS.
6. EACH APPLICATION MUST BE ACCOMPANIED BY A COMPREHENSIVE CV. THE FOLLOWING PARTICULARS MUST BE EMBODIED IN THE CV IN DETAIL:
- 6.1 FULL PARTICULARS OF ALL BOARDS AN APPLICANT SERVES ON, CAREER PROMOTIONS, CAREER DEVELOPMENTS, CAREER HISTORY, CURRENT STUDIES AND QUALIFICATIONS (TOGETHER WITH ACADEMIC RECORD).
7. **APPLICATIONS WHICH DO NOT MEET THE ABOVE-MENTIONED REQUIREMENTS WILL BE REJECTED.**

A. PERSONAL PARTICULARS													
PERSONAL NUMBER													
SURNAME													
FIRST NAMES													
IDENTITY NUMBER													
DATE OF BIRTH													
PRESENT RANK/POSITION									AGE				
									TITLE				

Signature of applicant:

Initials and Surname:

DATE PROMOTED TO PRESENT RANK/POSITION																				NATIONALITY														
POSTAL ADDRESS															WORK ADDRESS																			
CODE															TELEPHONE (HOME)																			
CODE															TELEPHONE (WORK)																			
CODE															TELEPHONE (FAX)																			
CELL															E-MAIL																			
AFRICAN					M	F	WHITE					M	F	COLOURED					M	F	INDIAN					M	F							
MARITAL STATUS										MARRIED					SINGLE					DIVORCED														
DRIVER'S LICENCE										YES					NO					Code														
DID YOU APPLY FOR ANY OTHER POST IN THIS ADVERTISEMENT?										YES					NO																			
IF YES SPECIFY THE POST NUMBERS:																																		
LANGUAGE PROFICIENCY — specify level: - good / fair / poor																																		
LANGUAGE (1)								(2)								(3)																		
SPEAK																																		
WRITE																																		
READ																																		
ARE YOU PHYSICALLY DISABLED? (SPECIFY)															YES					NO														
ARE YOU IN GOOD HEALTH?																																		
PHYSICALLY										YES					NO					PSYCHOLOGICALLY					YES					NO				
IF YOUR ANSWER TO ANY OF THE ABOVE IS NO, SPECIFY																																		
ANY OTHER COMMENT(S) CONCERNING YOUR HEALTH																																		
HAVE YOU EVER BEEN DISCHARGED FROM A PREVIOUS POST?															YES					NO														
IF YES, SPECIFY																																		

Signature of applicant:

Initials and Surname:

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
HAVE YOU EVER BEEN DECLARED INSOLVENT?	YES	NO
HAVE YOU EVER BEEN FOUND GUILTY OF A CRIMINAL / DEPARTMENTAL OFFENCE? (PARTICULARS MUST BE ATTACHED)	YES	NO
DOES YOUR PARTICULARS APPEAR IN PART B OF THE NATIONAL CHILD PROTECTION REGISTER (SECTION 126 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
IS THERE ANY CRIMINAL, CIVIL OR DISCIPLINARY ACTION PENDING AGAINST YOU? (PARTICULARS MUST BE ATTACHED)	YES	NO

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? IF YES, PARTICULARS MUST BE ATTACHED.	YES	NO

DID YOU APPLY FOR A SEVERANCE PACKAGE?	YES	NO
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B. PARTICULARS OF REFERENCES


REFERENCES CONCERNING MANAGEMENT SKILLS (not relatives)	
NAME AND ADDRESS	NAME AND ADDRESS
POSTAL CODE	POSTAL CODE
Tel. HOME	Tel. HOME
Tel. WORK	Tel. WORK
CELL.	CELL.

Signature of applicant:

Initials and Surname:

C. CAREER PROMOTIONS/APPOINTMENTS	
YEAR	PROMOTION/APPOINTMENT

D. CAREER DEVELOPMENT (Training : Courses)			
 PLEASE COMPLETE IN FULL			
YEAR	INSTITUTION	COURSE PARTICULARS	DURATION OF TRAINING/COURSES (eg. 3 days/2 weeks, etc)

E. QUALIFICATIONS		
 List all relevant qualifications applicable to the post you are applying for:		
YEAR	INSTITUTION	QUALIFICATION

Signature of applicant:

Initials and Surname:

F. EXPERIENCE ON MANAGERIAL LEVEL

Does your experience on the required level (managerial) relate to the CORE functions of the advertised post?	YES	NO
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If yes – indicate in full how your previous experience, in a managerial capacity, relates and qualifies you to apply for the advertised post.

G. Describe the functions which you perform in your current post.

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 A LIMITED NUMBER OF POSTS AND THAT NO PROMISES WERE MADE TO ME ABOUT AN APPOINTMENT OR POSTING IN THE SOUTH AFRICAN POLICE SERVICE.***
2. ***AFTER *ATTESTATION/APPOINTMENT IN THE SOUTH AFRICAN POLICE SERVICE, I SHALL PERFORM MY DUTIES AS AN EMPLOYEE OF THE SOUTH AFRICAN POLICE SERVICE TO THE BEST OF MY ABILITIES AND SHALL ABIDE BY THE PROVISIONS OF THE POLICE SERVICE ACT, 1995 (ACT 68 OF 1995) AND REGULATIONS AND PERFORM MY DUTIES AS EMPLOYEE OF THE SOUTH AFRICAN POLICE SERVICE TO THE BEST OF MY ABILITY. I SHALL ALSO OBEY ANY LAWFUL ORDER OR INSTRUCTION ISSUED IN TERMS OF THE SAID REGULATIONS.***
3. ***I AM AWARE OF THE FACT THAT:***
 - 3.1 ***THE NATIONAL COMMISSIONER IS UNDER NO OBLIGATION TO FILL AN ADVERTISED POST;***
 - 3.2 ***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 AN APPOINTMENT;***
 - 3.3 ***I HAVE TO PROVIDE FULL PARTICULARS CONCERNING OBLIGATIONS TO EMPLOYERS AND DEBTS IF MY APPLICATION RECEIVES FURTHER CONSIDERATION;***
 - 3.4 ***IF MY APPLICATION DOES NOT MEET THE REQUIREMENTS STIPULATED IN THE ADVERTISEMENT, MY APPLICATION WILL BE REJECTED;***

Signature of applicant:

Initials and Surname:

- 3.5 *I WILL BE SUBJECTED TO A SECURITY CLEARANCE, OF TOP SECRET; AND*
- 3.6 *INTERVIEWS WITH SHORT-LISTED APPLICANTS WILL TAKE PLACE ON THE DATE, TIME AND PLACE DETERMINED BY THE INTERVIEWING PANEL.*
- 3.7 **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 THE APPOINTMENT WILL NOT BE CONSIDERED AND DEEMED AS NULL AND VOID.
- 4. *I CERTIFY THAT ALL THE INFORMATION SUPPLIED BY ME ON THIS *APPLICATION/STATEMENT IS IN ALL RESPECTS CORRECT AND TRUE.*

*****IMPORTANT NOTICE TO CANDIDATES: Delete which is not applicable below and initial and date!!!**

I KNOW AND UNDERSTAND THE CONTENTS OF THIS STATEMENT (Application form).

I HAVE (NO) OBJECTION(S) TO TAKING THE PRESCRIBED OATH.

I (DO NOT) CONSIDER THE PRESCRIBED OATH TO BE BINDING ON MY CONSCIENCE.

I AFFIRM THAT THE CONTENTS OF THIS STATEMENT (Application form) IS TRUE.

.....
DATE

.....
PLACE

.....
SIGNATURE OF APPLICANT

I CERTIFY THAT THE DEPONENT HAS ACKNOWLEDGED THAT HE/SHE KNOWS AND UNDERSTAND THE CONTENTS OF THIS STATEMENT WHICH WAS SWORN TO/AFFIRMED BEFORE ME AND THE DEPONENT’S SIGNATURE WAS PLACED THEREON IN MY PRESENCE.

ON THE DAY OF (year) **2015** AT

PLACE:

.....
SIGNATURE OF COMMISSIONER OF OATHS

Signature of applicant:

Initials and Surname: