

SOUTH AFRICAN POLICE SERVICE

APPLICATION FOR APPOINTMENT IN AN ADVERTISED POST



THIS FORM IS ONLY APPLICABLE TO SMS POSTS ADVERTISED INTERNALLY AND / OR EXTERNALLY

SURNAME		INITIALS				
---------	--	----------	--	--	--	--

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

THIS IS THE POST NUMBER THAT WILL BE REGISTERED

POST NUMBER										POST PARTICULARS	
-------------	--	--	--	--	--	--	--	--	--	------------------	--

CURRENT EMPLOYER / POST THAT YOU OCCUPY AND PROVINCE:

EMPLOYER		POST	
PROVINCE			

Initials and Surname:

INSTRUCTIONS

- ⇒ Application forms may be delivered by hand to the Subsection: **SMS Appointment Administration, Wachthuis Building, 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: SMS Appointment Administration
Private Bag X 986
PRETORIA: 0001**

Enquiries can be directed to ANY of the personnel at SMS Appointment Administration: Head Office including Colonel Hudson, Lieutenant Colonel Horst, Captain Van Rensburg or Captain Sibiya at telephone number: 012-393-1484 / 4463 / 2773 / 1078.

- ⇒ **Only the official application form for Senior Management Service (SMS) posts in the South African Police Service, which can be obtained from the SAPS website: www.saps.gov.za, will be accepted.**
- ⇒ **This form must be properly completed and be signed by the applicant.**
- ⇒ **This application form must be completed in black ink and 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;
 - 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 certified copies of the following:**
- ID document;
 - valid motor vehicle driver's license;
 - all educational qualifications obtained;
 - academic record / statement of results in respect of educational qualifications obtained; and
 - service certificates of previous employers stating the post occupied.
- ⇒ **Applications must be mailed timeously. Late applications will not be considered.**
- ⇒ **Applications which do not meet the above-mentioned requirements will be rejected.**
- ⇒ **Correspondence will be conducted with successful candidates only.**

A. PERSONAL PARTICULARS												
PERSONAL NUMBER												
SURNAME												
FIRST NAMES												
IDENTITY NUMBER												
DATE OF BIRTH								AGE				
PRESENT RANK/POSITION												
SALARY PER ANNUM	R											

Initials and Surname:

MANAGEMENT LEVEL <i>*mark appropriate level with a X</i>	Middle Manager (MMS)				Senior Manager (SMS)										
DATE PROMOTED TO PRESENT RANK/POSITION				NATIONALITY											
POSTAL ADDRESS				WORK ADDRESS											
				POSTAL CODE											
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			
DRIVING LICENSE				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															

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 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
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, 1977 (ACT NO 51 OF 1977)? IF YES, PARTICULARS MUST BE ATTACHED.	YES	NO
DID YOU APPLY FOR A SEVERANCE PACKAGE?	YES	NO

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.

Initials and Surname:

C. CAREER PROMOTIONS / APPOINTMENTS

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

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 (**highest school and tertiary qualifications completed*) :

YEAR	INSTITUTION	QUALIFICATION

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
<p>If yes – indicate in full how your previous experience, in a managerial capacity, relates and qualifies you to apply for the advertised post.</p>		

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 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 the advertisement, my application will be rejected;
 - 2.5 If I am short listed I will be subjected to a security clearance, of at least secret and where applicable top secret and I agree 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;
 - 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 the appointment will not be considered and deemed null and void;
 - 2.7 If I am found to be the final selected candidate and that it is discovered that I failed to disclose any negative criminal status about myself (ie. finalized or pending) that my candidature for consideration of appointment will not be considered and deemed as null and void; and
 - 2.8 If at any stage it is discovered that I have disclosed false information or failed to disclose any information that my application may be rejected.
3. I certify that all the information supplied by me on this application form is in all respects true and correct.

Date:

Place:

.....
SIGNATURE OF APPLICANT

Initials and Surname: