

# SOUTH AFRICAN POLICE SERVICE

## APPLICATION FOR APPOINTMENT IN ADVERTISED SENIOR MANAGEMENT POSTS



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

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 PARTI- CULARS	
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**CURRENT EMPLOYER / POST THAT YOU OCCUPY AND PROVINCE / DIVISION:**

EMPLOYER		POST	
PROVINCE			

Initials and Surname: .....

## **INSTRUCTIONS**

- ⇒ **Read National Instruction 11 of 2017: Appointment to posts in the Senior Management Service and ensure compliance with all provisions of the National Instruction in your application.**
- ⇒ **Application forms may be delivered by hand to the Subsection: SMS Appointment Administration, Wachthuis Building, Thibault Arcade, 225 Pretorius Street, PRETORIA, 2<sup>nd</sup> 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 Lieutenant Colonel Horst, Lieutenant Colonel van Rensburg or Warrant Officer Mashile at telephone number: 012 393-4463 / 2773 / 1078 / 2436 / 4320 / 2484 / 1014.

- ⇒ **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](http://www.saps.gov.za), will be accepted.**
- ⇒ **All instructions on this application form must be adhered to. Failure to do so may result in the rejection of the application.**
- ⇒ **This form must be properly completed and be signed and dated by the applicant.** Applicants must endorse their initials and surname at the bottom of every page in the space provided.
- ⇒ **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 copies of the following (which need not be certified):**
  - ID document;
  - valid motor vehicle driver's license;
  - Degree/Diploma certificates of all educational qualifications obtained (academic records and/or statement of results only do not suffice); and
  - service certificates of previous employers stating the post occupied.
- ⇒ **Applications must be mailed timeously. Late applications will not be considered.** It is the responsibility of the applicant to ensure that the application has been received at the Subsection: SMS Appointment Administration, Head Office **on or before the closing date and time of the advertisement** (please note that **in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement**).
- ⇒ **Applications which do not meet the above-mentioned requirements may be rejected.**
- ⇒ **Correspondence will be conducted with successful candidates only.**

A. PERSONAL PARTICULARS																																						
PERSAL NUMBER																																						
SURNAME																																						
FIRST NAMES																																						
IDENTITY NUMBER																																						
DATE OF BIRTH																																						
								AGE																														
PRESENT RANK / POSITION																																						
SALARY PER ANNUM				R																																		
MANAGEMENT LEVEL <i>*mark appropriate level with a X</i>				Middle Manager (MMS)																Senior Manager (SMS)																		
				Period: From ..... to .....																Period: From ..... to .....																		
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														
DRIVERS LICENSE								YES				NO				CODE								VALID UNTIL:														
DID YOU APPLY FOR ANY OTHER POST IN THIS ADVERTISEMENT?																YES								NO														
IF YES SPECIFY THE POST NUMBERS:																																						

Initials and Surname: .....

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									
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				
IF YES, SPECIFY									
ARE YOU IN POSSESSION OF A SECURITY CLEARANCE CERTIFICATE				YES	NO				
IF YES, SPECIFY	OTHER	YES	NO	SECRET	YES	NO	TOP SECRET	YES	NO
IF SECRET / TOP SECRET – VALID UNTIL									
IF OTHER, SPECIFY									
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				
IF YES, SPECIFY									
ARE THERE ANY CRIMINAL / DEPARTMENTAL / CIVIL INVESTIGATION(S) PENDING AGAINST YOU?				YES	NO				
IF YES, SPECIFY									

Initials and Surname: .....

ARE YOU A RESPONDENT IN AN INTERIM OR FINAL PROTECTION ORDER IN TERMS OF THE DOMESTIC VIOLENCE ACT, 1998 (ACT NO 116 OF 1998) OR PROTECTION FROM HARASSMENT ACT, 2011 (ACT NO 17 OF 2011)?		YES	NO
IF YES, SPECIFY			
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
IF YES, SPECIFY			

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
IF YES, SPECIFY		

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.

C. CAREER PROMOTIONS / APPOINTMENTS	
YEAR	PROMOTION / APPOINTMENT (*INDICATE POST TITLE AND NAME OF EMPLOYER)

Initials and Surname: .....


#### 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

#### F. EXPERIENCE ON MANAGERIAL LEVEL

**DOES YOUR EXPERIENCE ON THE REQUIRED LEVEL (MANAGERIAL) RELATE TO THE CORE FUNCTIONS OF THE ADVERTISED POST?**

**YES**

**NO**

**IF YES – INDICATE IN FULL HOW YOUR PREVIOUS EXPERIENCE, IN A MANAGERIAL CAPACITY, RELATES AND QUALIFIES YOU TO APPLY FOR THE ADVERTISED POST.**


Initials and Surname: .....

<b>PERIOD:</b>	

### 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 National Instruction 11 of 2017 as well as the advertisement, my application will be rejected;
  - 2.5 If I am short listed I will be subjected a vetting process. I also agree to submit a set of fingerprints to the secretary of the selection committee for verification/vetting against the National Criminal Record Database as well as the National Register for Sex Offenders (NSRO);
  - 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, will be disqualified from appointment to that post. If it appears after an applicant's appointment that his/her name appears in either of the indicated registers, his/her appointment may be reconsidered.
  - 2.7 If I am found to be the final selected candidate and that it is discovered that I failed to disclose any criminal or disciplinary matter (pending/conviction/sanction) against me my application may be rejected / my appointment may be reconsidered;
  - 2.8 If I am found to be the final selected candidate and that it is discovered that I failed to disclose that I am a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act No 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), my application may be rejected / my appointment may be reconsidered;
  - 2.9 If I am the final selected candidate I will disclose any financial interest, in the prescribed format, as provided for in the SAPS Employment Regulations, 2018 for newly appointed SMS candidates or proof of the electronic submission for the previous disclosure period, my application may be rejected / my appointment may be reconsidered;
  - 2.10 If at any stage it is discovered that I have disclosed false information or failed to disclose any information which may have affected my candidature my application / and or candidature may be rejected / my appointment may be reconsidered; and
  - 2.11 I note that the appointment of the successful candidate will be conditional, and if I am successful I will be required to undergo a security vetting process to the level of **Top Secret** and obtain a security clearance of **Top Secret**

Initials and Surname: .....

within six months after appointment (if not already in possession of such a valid security clearance), failure which will result in my appointment being re-considered.

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: .....