APPLICATION FOR APPOINTMENT IN TERMS OF THE SA POLICE SERVICE ACT, 1995 (Act No 68 Of 1995)

Someone who applies to be appointed in terms of the SAPS Act, 1995 must -

• fill out the official application form and affirm under oath or by means of a solemn declaration that the information he or she supplied on the application is true and correct;

• have permanent residence in the Republic of South Africa (RSA), of which he or she must give documentary proof;

• be at least 18 years old and younger than 30 years (documentary proof is needed);

• undergo a physical and medical examination as determined by the SAPS, and must be found to be physically and mentally fit to be appointed in the post for which he or she applies;

• undergo a psychological assessment as determined by the National Commissioner of the SAPS, and must be found to fit the profile of a police official;

• have a Senior Certificate (Grade 12) or an equivalent qualification, of which he or she must present documentary proof;

• be fluent in, at least, English and one other official language;

• be prepared to take the oath of office;
• be prepared to undergo any training as determined by the National Commissioner of the SAPS;

• not have any visible tattoos that are contrary to the objectives of the SAPS;

• not have previous criminal convictions;

• let his/her fingerprints be taken;

• be prepared to have his or her background checked; and

• be prepared to serve anywhere in South Africa.

CIVILIAN STAFF APPOINTED IN TERMS OF THE PUBLIC SERVICE ACT, 1994 (Act No 103 Of 1994)

People who do not want to become police officials but who would like to work in the SA Police Service as civilian employees can apply for vacant positions.

Civilian staff are appointed in terms of the Public Service Act, 1994. They carry out tasks such as:

• Personnel administration

• Procurement

• Clerical duties

• Financial administration

• Typing

• Secretarial duties

• Messenger services

• Cleaning services

The various positions have specific requirements.
THE FUNCTIONAL RANK STRUCTURE OF THE SA POLICE SERVICE

In the SAPS, ranks indicate the seniority of police officials. The most senior rank in the police service is that of General. The person who has this rank is the head of the organization.

<table>
<thead>
<tr>
<th>Rank</th>
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<tbody>
<tr>
<td>General</td>
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<td>Brigadier</td>
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<td>Sergeant</td>
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<tr>
<td>Constable</td>
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**HOW must I APPLY for a POSITION in the SOUTH AFRICAN POLICE SERVICE?**

New positions and vacancies in the SAPS are advertised in the media. If you are interested in joining the SAPS, look out for these advertisements, which are usually published in the Appointments, Careers or Jobs sections of newspapers.

The job description in an advertisement shows how and where you could be employed. It also shows the unit/section and town/city where you could be stationed and what your duties would be. Keep in mind that you must be prepared to serve anywhere in the Republic of South Africa where your services are needed if you are appointed in terms of the SAPS Act, 1995.

Advertised posts are filled in order to promote representivity in the Police Service. Therefore, if there are suitable applicants whose appointment will promote representivity, those applicants will receive preference.

You can also visit one of the SAPS's Career and information Centres.
Visit the SAPS website at www.saps.gov.za for further information

Produced by SAPS Corporate Communication for the Division: Career Management Private Bag X94, Pretoria, 0001 2011