

# 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					
---------	--	----------	--	--	--	--	--

**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 / 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 X986**  
**PRETORIA: 0001**

**Enquiries** can be directed to ANY of the personnel at SMS Appointment Administration: Head Office including Colonel Hudson, 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 by the applicant.** Each page of the application form must be signed / initialed 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 originally certified copies of the following:**
  - ID document;
  - Valid motor vehicle driver's license; and
  - Degree / Diploma certificates of all educational qualifications obtained (academic records and / or statement of results only do not suffice).
- ⇒ **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

<b>A. PERSONAL PARTICULARS</b>																														
PERSONAL 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:																														

LANGUAGE PROFICIENCY — specify level: good / fair / poor																	
LANGUAGE			(1)	(2)						(3)							
SPEAK																	
WRITE																	
READ																	
ARE YOU PHYSICALLY DISABLED? (SPECIFY)															YES	NO	

Initials and Surname: .....

<b>ARE YOU IN GOOD HEALTH?</b>										
<b>PHYSICALLY</b>			<b>YES</b>	<b>NO</b>	<b>PSYCHOLOGICALLY</b>			<b>YES</b>	<b>NO</b>	
IF YOUR ANSWER TO ANY OF THE ABOVE IS NO, SPECIFY										
<b>ANY OTHER COMMENT(S) CONCERNING YOUR HEALTH</b>										
<b>HAVE YOU EVER BEEN DISCHARGED FROM A PREVIOUS POST?</b>								<b>YES</b>	<b>NO</b>	
IF YES, SPECIFY										
<b>ARE YOU A MEMBER OF ANY COUNCIL, BOARD OR PRIVATE ENTITY?</b>								<b>YES</b>	<b>NO</b>	
IF YES, SPECIFY										
<b>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?</b>								<b>YES</b>	<b>NO</b>	
IF YES, SPECIFY										
<b>ARE YOU IN POSSESSION OF A SECURITY CLEARANCE CERTIFICATE</b>								<b>YES</b>	<b>NO</b>	
IF YES, SPECIFY		<b>OTHER</b>	<b>YES</b>	<b>NO</b>	<b>SECRET</b>	<b>YES</b>	<b>NO</b>	<b>TOP SECRET</b>	<b>YES</b>	<b>NO</b>
IF SECRET / TOP SECRET – VALID UNTIL										
IF OTHER, SPECIFY										
<b>HAVE YOU EVER BEEN DECLARED INSOLVENT?</b>								<b>YES</b>	<b>NO</b>	
<b>HAVE YOU EVER BEEN FOUND GUILTY OF A CRIMINAL / DEPARTMENTAL OFFENCE? ( PARTICULARS MUST BE ATTACHED)</b>								<b>YES</b>	<b>NO</b>	
<b>ARE THERE ANY CRIMINAL / DEPARTMENTAL / CIVIL INVESTIGATION(S) PENDING AGAINST YOU?</b>								<b>YES</b>	<b>NO</b>	
IF YES, SPECIFY										
<b>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)?</b>								<b>YES</b>	<b>NO</b>	
IF YES, SPECIFY										

Initials and Surname: .....

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

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.									

### 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.)

Initials and Surname: .....


**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.		
PERIOD:		

**G. DESCRIBE THE FUNCTIONS WHICH YOU PERFORM IN YOUR CURRENT POST**


Initials and Surname: .....

## 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 to a vetting process. I also agree to submit one set of fingerprints to the secretary of the selection committee for verification;
  - 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** 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: .....