

# NOMINATION FOR APPOINTMENT AS TEACHER

THE FORM MUST BE COMPLETED BY THE GOVERNING STRUCTURE AND STAPLED TO THE APPLICATION FORM OF THE NOMINEE

**INSTRUCTIONS**

\* SURNAME AND INITIALS OF NOMINEE ..... DATE OF BIRTH .....

PERSAL-/DEPARTMENTAL REFERENCE NO. .... NAME OF SCHOOL/COLLEGE .....

Post (e.g. Teacher, secondary, Head of Department, primary) ..... Grading of school .....

SURNAME AND INITIALS OF PRESENT INCUMBENT IN POST .....

PERSAL-/DEPARTMENTAL REFERENCE NO. ....

Date on which post was vacated ..... Date of commencement of appointment .....

If temporary appointment, state .....

Termination date ..... Full time YES/NO .....

If part time, state number of hours per week .....

Standards to be taught ..... Subjects to be taught in secondary post .....

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**Cause of vacancy (indicate with X in relevant block)**

- Additional post (reference number) ..... dated .....
- Resignation
- Leave (state type and period) .....
- Termination of temporary appointment
- Death

**If resignation, indicate reason in relevant block**

- Accepted post elsewhere (name of school and province .....
- Leaving teaching .....
- Discharge/transfer (No teacher may be discharged or transferred without prior permission of the Head of Education).

**The Principal supports the nomination/does not support the nomination for the following reasons:**

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**\* IF THE NOMINEE HAS NOT PREVIOUSLY BEEN EMPLOYED BY THIS DEPARTMENT, THE NOMINATION MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION:**

- CERTIFIED COPIES OF QUALIFICATIONS; IDENTITY DOCUMENT; IRP2

**IF APPLICABLE, THE FOLLOWING DOCUMENTATION MUST ALSO BE INCLUDED:**

- COMPLETED HEALTH QUESTIONNAIRE (IF PERMANENT); CERTIFICATES OF SERVICE (IF AVAILABLE); APPLICATION FOR MEMBERSHIP TO MEDICAL AID

