



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

Circular No 19 of 2022

PRACTICE NOTE ON THE Z83 APPLICATION FOR EMPLOYMENT AND OTHER RELATED MATTERS

1. The DPSA has received various requests from departments seeking clarity on the Z83 application for employment form. Furthermore, the DPSA remains committed to assessing mechanisms to improve the financial and administrative challenges both for human resources in departments and more so for the citizens. In light of such, there was a need to clarify matters in an effort to improve the recruitment process.

2. Matters related to the Z83:

2.1 The Z83 form must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. The following must be considered in relation to the completion of the Z83 by applicants:

- 2.1.1 **Part A:** All fields must be completed in full
- 2.1.2 **Part B:** All fields must be completed in full except when:
 - 2.1.2.1 Passport number: South African applicants need not provide passport numbers.
 - 2.1.2.2 An applicant has responded "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)*", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "*In the event that you are employed in the Public Service, will you immediately relinquish such business interests?*"
 - 2.1.2.3 "*If your profession or occupation requires official registration, provide date and particulars of registration*" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated.
- 2.1.3 **Part C:** All fields must be completed.
- 2.1.4 **Part D:** All fields must be completed
- 2.1.5 **Part E, F & G:** Noting that there is limited space provided applicants often indicate "*refer to Curriculum Vitae (CV) or see attached*", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under **Part F** must be answered.
- 2.1.6 Declaration must be completed and signed.

2.1.7 Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualification.

3. Copies of qualifications and other relevant documents:

3.1 Reference is made to Circular No 5 of 2021.

3.2 Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae.

3.3 In order to alleviate administrative burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview.

3.4 Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

Kind regards,



Ms Y Makhasi
Director-General (ACTING)

Date: 22/4/2022



APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. **You need to fill in all sections of this form** completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised)	Department where the position was advertised
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?

B. PERSONAL INFORMATION¹

Surname and Full names																									
Date of Birth	DD/MM/YY	Identity Number													Passport ² number										
		Race ³	African	White	Coloured	Indian	Other																		
Gender ³		Female				Male																			
Do you have a disability?		Yes				No																			
Are you a South African citizen?		Yes				No																			
If no, what is your nationality?																									
Do you have a valid work permit? (only if non-South African)		Yes				No																			
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁵ If yes (provide the details)		Yes				No																			
Do you have any pending criminal case against you? If yes, (provide the details) ⁵		Yes				No																			
Have you ever been dismissed for misconduct from the Public Service? ⁴ If yes (provide the details) ⁶		Yes				No																			
Do you have any pending disciplinary case against you? If yes, (provide the details)		Yes				No																			
Have you resigned from a recent job pending any disciplinary proceeding against you? ⁴ If yes, (please note that the provisions of the Public Service Act shall apply).		Yes				No																			
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? ⁴		Yes				No																			
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ⁶ If yes, (provide the details) ⁶		Yes				No																			
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?		Yes				No																			
Please specify the total number of years of experience you have		Private Sector				Public Sector																			
If your profession or occupation requires official registration, provide date and particulars of registration		Date				Reg. No																			

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.	C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS				
	Preferred language for correspondence				
	Method for correspondence	Post	E-mail	Fax	Tel
	Contact details (in terms of the above)				

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'					
	Languages (specify)				
Speak					
Write or read					

E. FORMAL QUALIFICATION⁷ (from highest to the lowest)		
Name of School/Technical College	Name of qualification obtained	Year obtained
Current study (institution and qualification):		

F. WORK EXPERIENCE (Also attach a detailed CV)⁶							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes	No
If yes, Provide the name of the previous employing department and indicate the nature of the condition.							

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.</i>	
Signature:	Date: