



**APPLICATION FORM
EXAMINATION ASSISTANT**
Province of the
EASTERN CAPE
EDUCATION
CLOSING DATE: 20 APRIL 2012

Place
ID Photo
Here

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL/DISTRICT OFFICE AFTER THE CLOSING DATE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Supplying fraudulent information on this form, will lead to the immediate disqualification of the applicant.
2. Attach the following to this form:
 - Certified copies of Academic Qualifications
 - Certified copy of your ID Document
 - An ID Photo of yourself. [NB: Write your name on back of photo and attach to top right corner of form]
 - Documents from Tertiary Institution confirming 2nd year status.
 - Any other supporting documents
3. No Faxed applications will be accepted.
4. Select ONE employment site per application form. Deviation from this requirement shall disqualify your application form.

PERSONAL INFORMATION

ID Number											Date of Birth	1	9	Y	Y	M	M	D	D		
Surname											First Names										
Title	Initials													Postal Address							
Telephone No.(W)											Physical Address										
Telephone No. (H)											Code										
Cell phone No.											Code										
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/>										(To be verified)										

Indicate your choice of employment site by selecting ONE option below

These are the 14 NSC Marking Centres and 1 ABET Level 4 Marking Centre. Please select only ONE centre. (Selecting more than one option will disqualify your application)	NSC/ABET L4 <input type="checkbox"/> Grens <input type="checkbox"/> Queenstown Girls <input type="checkbox"/> Byletts <input type="checkbox"/> Strelitzia <input type="checkbox"/> St Johns <input type="checkbox"/> Adelaide Gymnasium <input type="checkbox"/> Trinset <input type="checkbox"/> Union and Volkskool <input type="checkbox"/> Aliwal North <input type="checkbox"/> Grahamstown <input type="checkbox"/> Cradock <input type="checkbox"/> Alice <input type="checkbox"/> Gill College <input type="checkbox"/> Daniel Pienaar <input type="checkbox"/> Burgersdorp		Should you prefer to work at the Provincial Office in KWT, select one of the following: <input type="checkbox"/> Exams Depot <input type="checkbox"/> Provincial Capturing Centre

QUALIFICATIONS

Highest Level Achieved	<input type="checkbox"/> Grade 12	<input type="checkbox"/> Full-Time Tertiary Student	<input type="checkbox"/> Tertiary Qualified
Year Passed this Level			
Institution Name			
Institution Address			
Institution Tel. No.			

For Tertiary Level Applicants Only

Course you are studying/studied

Current Academic Year of Study

- 1st Year 2nd Year 3rd Year Other (Specify)

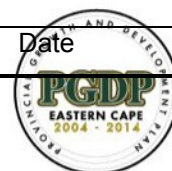
TO BE SIGNED BY THE DIRECTOR/REGISTRAR/RECTOR/DISTRICT MANAGER

To my knowledge the above-mentioned information is correct.
I certify that the above person is/was a student at the above-mentioned institution

Print Name

Signature

Date



WORKING EXPERIENCE AS AN EXAMINATION ASSISTANT

Year	Marking Centre	Duties	Skills

REQUIREMENTS TO QUALIFY AS AN EXAMINATION ASSISTANT

1. Applicant must be a South African Citizen in possession of a green-bar coded identity document with a valid 13-digit identity number.
2. Applicants will have to complete an Application Form and attach all certified documents required in order to be considered for selection.
3. Previous experience will be considered but it is not a requirement.
4. Late applications will disqualified.
5. Faxed and e-mailed applications will be disqualified.
6. Applications through a third party will not be considered.
7. Applicants who have an immediate relative writing the relevant examination in the period applied for, will not be considered.
8. Applicants who are in other employment for remuneration will not be considered even if they take leave of absence from that employment.
9. Applicant may not be an ABET Tutor.
10. Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes and sweeping working areas.
11. Applicants must have completed their examinations at the Tertiary Institution where they are studying before the commencement period of employment as an Examination Assistant.
12. Fraudulent and incomplete applications will be disqualified.
13. Only successful applicants will be contacted telephonically via cellphones and informed of final employment venues and dates.

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	Savings Account <input type="checkbox"/>	Current Account <input type="checkbox"/>	Transmission Account <input type="checkbox"/>

DECLARATION BY APPLICANT

I understand that incomplete and/or fraudulent information and missing documents or signatures will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct and that I meet ALL the above requirements.

Signature: Applicant

Date