



**ASSESSMENT INSTRUCTION NO. 45 OF 2009**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS (EXAMINATIONS – DISTRICTS)  
SCHOOL GOVERNING BODIES  
TEACHER UNION/ORGANISATIONS**

**DATE: 05 OCTOBER 2009**

**APPLICATION FOR APPOINTMENT IN MARKING CENTRES**

1. **Application for Appointment as a Centre Manager in an approved Marking Centre for the marking of Grade 12 and ABET L4 scripts**
2. **Application for Appointment as Deputy Centre Manager Hospitality in an approved Marking Centre for the marking of Grade 12 and ABET L4 scripts**
3. **Application for Appointment as a Deputy Centre Manager Control Room in an approved MarkingCentre for the marking of Grade 12 and ABET L4 scripts**
4. **Application for Appointment as a Deputy Centre Manager Irregularities in an approved MarkingCentre for the marking of Grade 12 and ABET L4 scripts**
5. **Application for Appointment as an Administrative Assistant in an approved Marking Centre for the marking of Grade 12 and ABET L4 scripts**
6. **Application for Appointment as an Examination Assistant in an approved Marking Centre for the marking of Grade 12 and ABET L4 scripts.**

**Read the Instructions on the Application Forms.**

**NB: All officials are requested to check the Application Forms carefully in order to verify that only competent and qualified Assessment and Examination officials apply for these critically important positions.**

Application forms to be handed in at **DISTRICT OFFICES to DCES: ASSESSMENT AND EXAMINATIONS**. Verification to be done at District level by the CES Curriculum and DCES Assessment and Examinations.

1. **WHO QUALIFIES TO APPLY FOR MARKING CENTRE MANAGERS, DEPUTIES AND ADMIN ASSISTANTS?**

- All **SENIOR** officials in the Assessment and Examination section at Provincial and District offices All officials in the Assessment and Examination section at District and Provincial offices
- Applicants in the employment of the Eastern Cape Department of Education.

2. **REQUIREMENTS FOR CENTRE MANAGERS AND DEPUTY CENTRE MANAGERS ALL APPLICANTS MUST:**

- have at least a recognized 3 year post matric qualification
- be in the employment of the Eastern Cape Department of Education
- have experience in dealing with examination processes management
- have the ability to investigate and gather evidence on cases identified in the marking centre - irregularities
- have excellent report writing skills
- have excellent communication skills
- be computer literate
- be able to supervise
- be a good organizer.
- be able to work long hours
- be able to handle pressure
- be able to accept authority
- have experience in examination related work: mark sheet control, script control, handling irregularities at District level, etc.
- have experience in managing a Marking Centre

3. **REQUIREMENTS FOR POSITION OF ADMINISTRATIVE ASSISTANT**

The applicant should have:

- computer skills
- be able to work long hours
- administrative experience

4. **REQUIREMENTS FOR POSITION OF EXAMINATION ASSISTANT**

- Applicant must be a South African Citizen with a valid 13-digit identity number.
- Only applicants who are permanent residents of the Province of the Eastern Cape will be considered.
- Applicants will have to complete an Application Form and attach all certified documents required in order to be considered for selection.
- Previous experience will be considered but is not a requirement.
- Late applications will not be considered.
- Faxed and e-mailed applications will not be considered.
- Applications through a third party will not be considered.
- Persons who have a relative writing the relevant examination in the period applied for, will not be considered.
- Applicants may not be in other employment for remuneration.
- Applicant may not be an ABET Tutor.
- Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes and sweeping working areas.
- Applicants must have completed their examinations at the tertiary institution where they are studying before the period of employment as an Examination Assistant commences.

- Fraudulent and incomplete applications will be disqualified.

**5. CRITERIA FOR REJECTION OF APPLICATIONS:**

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after 15 OCTOBER 2009 will not be considered except for EAs which are due on 22 OCTOBER 2009
- No application forms will be accepted at the Provincial Office which did not via the District Office

**6. EVALUATION OF APPOINTED OFFICIAL**

- The Centre Manager shall be evaluated at the end of the Marking process / session and this will influence future Marking Centre Manager's appointments.
- The Deputy Centre Managers: Irregularities, Control Room and Hospitality shall be evaluated at the end of a marking session and this will influence future Marking Centre management appointments.

**SUPPORTING LETTER**

**7. A ONE PAGE LETTER MUST ACCOMPANY YOUR APPLICATION FORM, DETAILING YOUR EXPERIENCE/Brief Curriculum Vitae**

**8. APPLICATION FORMS**

<b>CENTRE MANAGER</b>	<b>– ANNEXURE 1</b>
<b>DEPUTY CENTRE MANAGER HOSPITALITY</b>	<b>– ANNEXURE 2</b>
<b>DEPUTY CENTRE MANAGER CONTROL ROOM</b>	<b>– ANNEXURE 3</b>
<b>DEPUTY CENTRE MANAGER IRREGULARITIES</b>	<b>– ANNEXURE 4</b>
<b>ADMINISTRATIVE ASSISTANT</b>	<b>– ANNEXURE 5</b>
<b>EXAMINATION ASSISTANT</b>	<b>– ANNEXURE 6</b>

All the information in the application forms will be **verified** with the **database** in the **Provincial Office**. The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



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**MR. S.P. GOVENDER**  
**CHIEF DIRECTOR – CURRICULUM MANAGEMENT**



**RESPONSIBILITIES OF CENTRE MANAGER**

1. The specific responsibilities of the Centre Managers are to ensure:
  - (i) that the advance planning of the Marking Centre such as inspection of required physical facilities, menus, security, stationery and communication facilities, are conducted,
  - (ii) to link with the principal of the institution in all matters related to the contract between the Department and the institution,
  - (iii) to meet regularly with examiners and moderators and communicate clearly what is expected of them,
  - (iv) to work closely with the three Deputy Centre Managers,
  - (v) to submit a Marking Centre report to the Marking Section Coordinator at the Provincial Office within a week after the closing of the Marking Centre.
  
2. The Centre Manager is accountable for the smooth running of the Marking Centre and ensuring it operates effectively and efficiently.
  
3. The Centre Manager shall make every effort to perform his/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Centre Manager and the Department.

\_\_\_\_\_

Print Name (*Applicant*)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**District Office use only**

Recommended /Not recommended		
Comments:		
Print Name ( <i>CES Curriculum</i> )	Signature	Date

**Provincial Office use only**

APPOINTED / NOT APPOINTED	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE



Assessment & Examinations, Old Bundy Building, Schornville, KWT, \* Private Bag 4571\* KWT \* 5600 \*  
REPUBLIC OF SOUTH AFRICA \*  
Enquiries: Mr. L. du Plessis Tel: +27 (0)43 604 7730  
Fax: 043 604 7749\* e-mail Lodie.Du Plessis@ecprov.gov.za\* Website: ecprov.gov.za \*

**APPLICATION: DEPUTY CENTRE MANAGER - HOSPITALITY  
GRADE 12 & ABET L 4 EXAMINATIONS: 2009**

**CLOSING DATE: 15 OCTOBER 2009**

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

**INSTRUCTIONS TO COMPLETE THIS FORM**

1. Any person found to be giving fraudulent information will not be considered for the position applying for
2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

**PERSONAL INFORMATION**

PERSAL No.																			ID No														
Surname															First Names																		
Title							Initials				Postal Address																						
Tel. No. (W)																																	
Tel. No. (H)																																	
Cell Number																																	
Postal Code																																	
Present Post	<input type="checkbox"/> DCES	<input type="checkbox"/> SES	<input type="checkbox"/> AD	<input type="checkbox"/> SAO																					<input type="checkbox"/> OTHER								
Position applying for	<input type="checkbox"/> CENTRE MANAGER					<input type="checkbox"/> DEP. CENTRE MANAGER					<input type="checkbox"/> ADMIN. ASSISTANT																						
District Name																																	

**BANK PARTICULARS**

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

**MARKING CENTRE EXPERIENCE**

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

**RESPONSIBILITIES OF DEPUTY CENTRE MANAGER HOSPITALITY AND CLAIMS**

1. The specific responsibilities of the Deputy Centre Managers for Hospitality and Claims are to ensure:
  - a. registering of all personnel for accommodation and the issuing of identity cards,
  - b. allocation of rooms in the hostels and attending to problems with accommodation,
  - c. coordinate all aspects of catering such as determination of meal times, monitoring the quality and quantity of meals and the issuing and control of meal tickets,
  - d. ensure that no marker or administration person is allowed into the Marking Centre without a release letter from his/her work station,
  - e. make sure that only authorized persons sleep or eat at the Marking Centre,
  - f. ensure that every person who performed exam related work at the Marking Centre completes the appropriate forms to be used in the claiming process,
  - g. submit a report to the Centre Manager about the work done in the section before the closing of the Marking Centre.
  
2. The Deputy Centre Manager Hospitality and Claims is accountable for the smooth running of accommodation and catering at the Marking Centre and to ensure that the claims process is done efficiently for every claimant.
  
3. The Deputy Centre Manager: Hospitality shall make every effort to perform his/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Deputy Centre Manager: Hospitality and the Department.
  
4. The Deputy Centre Manager: Hospitality shall be evaluated at the end of a marking session and this will influence future Marking Centre Management appointments.

\_\_\_\_\_  
Print Name (*Applicant*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**District Office use only**

<b>Recommended /Not recommended</b>		
<b>Comments:</b>		
<b>Print Name (<i>CES Curriculum</i>)</b>	<b>Signature</b>	<b>Date</b>

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APPOINTED / NOT APPOINTED	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE



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Fax: 043 604 7749\* e-mail Lodie.Du Plessis@ecprov.gov.za\* Website: ecprov.gov.za \*

## APPLICATION: DEPUTY CENTRE MANAGER CONTROL ROOM GRADE 12 & ABET L 4 EXAMINATIONS: 2009

**CLOSING DATE: 15 OCTOBER 2009**

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

### INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will not be considered for the position applying for
2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

### PERSONAL INFORMATION

PERSAL No.		ID No	
Surname			First Names
Title	Initials	Postal Address	
Tel. No. (W)			
Tel. No. (H)			
Cell Number			Postal Code
Present Post	<input type="checkbox"/> DCES	<input type="checkbox"/> SES	<input type="checkbox"/> AD
	SAO <input type="checkbox"/>		
	<input type="checkbox"/> OTHER		
Position applying for	<input type="checkbox"/> CENTRE MANAGER		
	<input type="checkbox"/> DEP. CENTRE MANAGER		
	<input type="checkbox"/> ADMIN. ASSISTANT		
District Name			

### BANK PARTICULARS

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

### MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		



**RESPONSIBILITIES OF DEPUTY CENTRE MANAGER CONTROL ROOM**

1. The specific responsibilities of the Deputy Centre Managers: Control Room are to:
  - (i) account for every Mark sheet on the control list that is dispatched out of the Control room to the marking venues and received back again,
  - (ii) reconcile the number of scripts in the batch with the total on the mark sheet when scripts are returned from the marking venues,
  - (iii) ensure that a Pink Mark Sheet register is kept,
  - (iv) make two copies of every mark sheet, one to be packed with the scripts and the other one for the Depot,
  - (v) control packing of white bins for storage at the Depot by ensuring that the information on the labels is correct
  - (vi) keep record of every white bin that is leaving the control room for the Depot.
  
2. The Deputy Centre Manager: Control Room is accountable for an efficient document flow and paper trail at the Marking Centre where he/she is in charge of the control room.
  
3. The Deputy Centre Manager: Control Room shall make every effort to perform his/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Deputy Centre Manager and the Department.
  
4. The Deputy Centre Manager shall be evaluated at the end of a Marking Centre and this will influence future deputy Marking Centre Manager appointments.

\_\_\_\_\_  
Print Name (*Applicant*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**District Office use only**

<b>Recommended /Not recommended</b>		
<b>Comments:</b>		
<b>Print Name (<i>CES Curriculum</i>)</b>	<b>Signature</b>	<b>Date</b>

**Provincial Office use only**

<b>APPOINTED / NOT APPOINTED</b>	
<b>DIRECTOR – ASSESSMENT AND EXAMINATIONS</b>	<b>DATE</b>



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 REPUBLIC OF SOUTH AFRICA \*  
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 Fax: 043 604 7749\* e-mail Lodie.Du Plessis@ecprov.gov.za\* Website: ecprov.gov.za \*

**APPLICATION: DEPUTY CENTRE MANAGER - IRREGULARITIES  
 GRADE 12 & ABET L 4 EXAMINATIONS: 2009**

**CLOSING DATE: 15 OCTOBER 2009**

**[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]**

**INSTRUCTIONS TO COMPLETE THIS FORM**

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**PERSONAL INFORMATION**

PERSAL No.										ID No										
Surname									First Names											
Title							Initials			Postal Address										
Tel. No. (W)																				
Tel. No. (H)																				
Cell Number										Postal Code										
Present Post	<input type="checkbox"/> DCES			<input type="checkbox"/> SES																
Position applying for	<input type="checkbox"/> DEPUTY CENTRE MANAGER IRREGULARITIES								<input type="checkbox"/> ASSISTANT IRREGULARITIES OFFICER											
District Name																				

**BANK PARTICULARS**

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

**MARKING CENTRE EXPERIENCE**

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

**RESPONSIBILITIES OF DEPUTY CENTRE MANAGER IRREGULARITIES**

1. The specific responsibilities of the Deputy Centre Managers for Irregularities are to:
  - (i) investigate all irregularities committed by both officials and learners and are referred to irregularity office ,
  - (ii) sort out all administrative irregularities immediately,
  - (iii) investigate other cases at the Marking Centre and try to resolve them speedily by liaising with the Provincial and District Offices and even principals to get more clarity on such cases,
  - (iv) complete a comprehensive report of all the irregularities identified in the Marking Centre and the action recommended thereof,
  - (v) the above report should be submitted to the Provincial Irregularities Coordinator by 13 December 2009.
  
2. The Deputy Centre Manager: Irregularities is accountable for the coordination of all activities around the identification of irregularities committed by both officials and learners during the writing of the examinations, the marking process and during the capturing of marks and after thorough investigation recommend a course of action to be taken.
  
3. The Deputy Centre Manager: Irregularities shall make every effort to perform his/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Deputy Centre Manager Hospitality and the Department.

\_\_\_\_\_   
 Print Name (*Applicant*)

\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 Date

**District Office use only**

<b>Recommended /Not recommended</b>		
<b>Comments:</b>		
<b>Print Name (<i>CES Curriculum</i>)</b>	<b>Signature</b>	<b>Date</b>

**Provincial Office use only**

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<b>DIRECTOR – ASSESSMENT AND EXAMINATIONS</b>	<b>DATE</b>



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Fax: 043 604 7749\* e-mail Lodie.Du Plessis@ecprov.gov.za\* Website: ecprov.gov.za \*

## APPLICATION: CENTRE MANAGEMENT – ADMIN ASSISTANT GRADE 12 & ABET L 4 EXAMINATIONS: 2009

**CLOSING DATE: 15 OCTOBER 2009**

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

### INSTRUCTIONS TO COMPLETE THIS FORM

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2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

### PERSONAL INFORMATION

PERSAL No.		ID No	
Surname	First Names		
Title	Initials	Postal Address	
Tel. No. (W)			
Tel. No. (H)			
Cell Number	Postal Code		
Present Post	<input type="checkbox"/> DCES <input type="checkbox"/> SES <input type="checkbox"/> AD      SAO <input type="checkbox"/> <input type="checkbox"/> OTHER		
Position applying for	<input type="checkbox"/> CENTRE MANAGER <input type="checkbox"/> DEP. CENTRE MANAGER <input type="checkbox"/> ADMIN. ASSISTANT		
District Name			

### BANK PARTICULARS

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

### MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

### **RESPONSIBILITIES OF ADMIN ASSISTANT IRREGULARITIES**

Specific responsibilities of the Admin Assistant for Irregularities are to:

- (i) investigate all irregularities committed by both officials and learners and are referred to irregularity office
- (ii) sort out all administrative irregularities immediately,
- (iii) investigate other cases at the Marking Centre and try to resolve them speedily by liaising with the Provincial and District Offices and even principals to get more clarity on such cases,
- (iv) complete a comprehensive report of all the irregularities identified in the Marking Centre and the action recommended thereof,

### **RESPONSIBILITIES OF ADMIN ASSISTANT CONTROL ROOM**

1. The specific responsibilities of the Admin Assistant Control Room are to:

- (i) account for every Mark sheet on the control list that is dispatched out of the Control room to the marking venues and received back again
- (ii) reconcile the number of scripts in the batch with the total on the Mark sheet when scripts are returned from the marking venues,
- (iii) ensure that a Pink Mark Sheet register is kept,
- (iv) make two copies of every Mark sheet, one to be packed with the scripts and the other one for the Depot,
- (v) control packing of white bins for storage at the Depot by ensuring that the information on the labels is correct
- (vi) keep record of every white bin that is leaving the control room for the Depot.

### **RESPONSIBILITIES OF ADMIN ASSISTANT HOSPITALITY AND CLAIMS**

1. The specific responsibilities of the Admin Assistant for Hospitality and Claims are to:

- a. register of all personnel for accommodation and the issuing of identity cards,
- b. ensure allocation of rooms in the hostels and attending to problems with accommodation,
- c. coordinate all aspects of catering such as determination of meal times, monitoring the quality and quantity of meals; the issuing and control of meal tickets,
- d. ensure that no marker or administration person is allowed into the Marking Centre without a release letter from his/her work station,
- e. make sure that only authorized persons sleep or eat at the Marking Centre,
- f. ensure that every person who performed exam related work at the Marking Centre completes the appropriate forms to be used in the claiming process,
- g. submit a report to the Centre Manager about the work done in the section before the closing of the Marking Centre

\_\_\_\_\_  
**Print Name (Applicant)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**District Office use only**

<b>Recommended /Not recommended</b>		
<b>Comments:</b>		
<i>Print Name (CES Curriculum)</i>	<i>Signature</i>	<i>Date</i>

**Provincial Office use only**

<b>APPOINTED / NOT APPOINTED</b>	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE



ANNEXURE 6  
**EASTERN CAPE PROVINCE  
 DEPARTMENT OF EDUCATION**  
**APPLICATION: EXAMINATION ASSISTANT**  
**NOV/DEC. EXAMINATIONS: 2009**

Place  
ID Photos  
Here

**CLOSING DATE: 22 OCTOBER 2009**

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

**INSTRUCTIONS TO COMPLETE THIS FORM**

- Supplying fraudulent information on this form, will lead to the immediate disqualification of the applicant.
- Attach the following to this form:
  - Certified copies of Academic Qualifications
  - Certified copy of your ID Document
  - Two ID Photos of yourself. [NB: Write your name on back of photos and attach to top right corner of form]
  - Any other supporting documents
- No Faxed applications will be accepted.

**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 (To be verified)							
Telephone No. (H)																		Code	
Cell phone No.																			
Marital Status	Single <input type="checkbox"/>		Married <input type="checkbox"/>													Code			

**Indicate your choice of employment site by selecting ONE option below**

These are the 14 Grade 12 Marking Centres and 1 ABET Level 4 Marking Centre. <b>Please select only ONE centre.</b> (Selecting more than one option will disqualify your application)	<b>Grade 12</b> <input type="checkbox"/> East London <input type="checkbox"/> Queenstown <input type="checkbox"/> Aliwal North <input type="checkbox"/> Uitenhage x 2 <input type="checkbox"/> Cradock <input type="checkbox"/> Adelaide <input type="checkbox"/> Somerset East <input type="checkbox"/> Graaff Reinet <input type="checkbox"/> Burgersdorp <input type="checkbox"/> Grahamstown <input type="checkbox"/> Kareedouw <input type="checkbox"/> Alice <input type="checkbox"/> Mthatha	<b>ABET Level 4</b> <input type="checkbox"/> Mthatha	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	<input type="checkbox"/> 1st Year	<input type="checkbox"/> 2nd Year	<input type="checkbox"/> 3rd Year <input type="checkbox"/> Other (Specify)

**WORKING EXPERIENCE AS AN EXAMINATION ASSISTANT**

Year	Marking Centre	Duties	Skills

**REQUIREMENTS TO QUALIFY AS AN EXAMINATION ASSISTANT**

- Applicant must be a South African Citizen with a valid 13-digit identity number.
- Only applicants who are permanent residents of the Province of the Eastern Cape will be considered.
- Applicants will have to complete an Application Form and attach all certified documents required in order to be considered for selection.
- Previous experience will be considered but is not a requirement.
- Late applications will not be considered.
- Faxed and e-mailed applications will not be considered.
- Applications through a third party will not be considered.
- Persons who have a relative writing the relevant examination in the period applied for, will not be considered.
- Applicants may not be in other employment for remuneration.
- Applicant may not be an ABET Tutor.
- Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes and sweeping working areas.
- Applicants must have completed their examinations at the tertiary institution where they are studying before the period of employment as an Examination Assistant commences.

**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

District office use only

**TO BE SIGNED BY THE DISTRICT CES: CURRICULUM**

To my knowledge the above-mentioned information is correct.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date