



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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Reference no: 14/1/1/P  
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## **EMPLOYMENT MANAGEMENT CIRCULAR 44 of 2020**



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

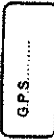
**WITHDRAWAL OF OLD PRESCRIBED APPLICATION FOR EMPLOYMENT FORM Z83 AND IMPLEMENTATION OF AMENDED Z83 AS PER GOVERNMENT GAZETTE NO 43872**

1. The Minister for the Public Service and Administration has approved that the currently prescribed application for employment form (Z83) be amended with effect from **01 January 2021** and has effected such through the notice as attached in Government Gazette no 43872 dated 6 November 2020.
  
2. The new Z83 form was consulted with Departments and the following fields have been added:
  - (a) Passport Number,
  - (b) Other race (in case the candidate has foreign nationality e.g Chinese),
  - (c) Conviction or found guilty of criminal offence,
  - (d) Pending criminal case or disciplinary,
  - (e) Discharge on the bases of severance package and ill health,
  - (f) Declaration of years of service,
  - (g) Disclosure of business interests and financial interests,
  - (f) Additional special notes to cover certification of documents accompanying applications, for employment form, and

3. The current application for employment form (Z83) will be effective until **31 December 2020** in order to allow transition of the new Z83 form. Any applicant who submits an application on or after the 1<sup>st</sup> of January 2021 must do it on the prescribed new Z83 form.
4. Departments are advised to take note that all fields of the new Z83 form are compulsory, and the signature of the applicant is mandatory. Departments must take the necessary steps and appropriate means to comply with this requirement. Furthermore the Z83 form must be completed in full and signed in order for an applicant to be considered.
5. All new fields in the new Z83 form must be incorporated into all governmental online application systems (e-recruitment systems).
6. The amended form can be ordered directly from the Government Printing Works and the Microsoft Word format can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). In an effort to curb costs and minimise the handling of paper, departments are also requested to make the new Z83 available on their respective websites. Departments are also required to indicate in the "note" of their adverts the following statements which will assist in easing transition, *"Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered"*.
7. Mr Mveli, whose details appear above, or Ms Zandile Buthelezi (tel. 012 336 1262 / email:[Zandile.Buthelezi@dpsa.gov.za](mailto:Zandile.Buthelezi@dpsa.gov.za)) can be contacted if the aforementioned electronic copy cannot be downloaded and for any further information related to this matter.
8. Your co-operation in this regard will be highly appreciated.

Kind regards

  
YOLISWA MAKHASI  
DIRECTOR GENERAL  
DATE: 



Republic of South Africa

Z83 (.....)

**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 INFORMATION <sup>1</sup>						
Surname and Full names						
Date of Birth		Identity Number				
		Passport <sup>2</sup> number				
Race <sup>3</sup>	African	White	Coloured	Indian	Other	
Gender <sup>3</sup>				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)? <sup>5</sup> If yes (provide the details)				Yes	No	
Do you have any pending criminal case against you? If yes, (provide the details) <sup>5</sup>				Yes	No	
Have you ever been dismissed for misconduct from the Public Service? <sup>4</sup> If yes (provide the details) <sup>4</sup>				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? <sup>4</sup> 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? <sup>4</sup>				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? <sup>6</sup> If yes, (provide the details) <sup>6</sup>				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	

Initial.....

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	Telephone
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 QUALIFICATION <sup>7</sup> (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) <sup>8</sup>						
Employer (including current employer)	Post held	From		To	Reason for leaving	
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 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.	
Signature:	Date: