

APPLICATION FORM: EXAMINATION ASSISTANT

For office use:
Sequence No:.....
 Province of the
EASTERN CAPE
 EDUCATION
Place
ID Photo
here
 ← **CLOSING DATE: 29 APRIL 2016** →

[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 copy of matric certificate
 - 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]
 - Any other supporting documents
 - No Faxed applications will be accepted.
- Select ONE employment site per application form. Deviation from this requirement shall disqualify your application form.

PERSONAL INFORMATION

ID No:											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.																				
Marital Status	Single <input type="checkbox"/>		Married <input type="checkbox"/>						Code											
SARS Tax Number:											Do you have an active bank account?									

Indicate your choice of employment site by selecting ONE option below

These are possible marking centres that will be used to mark Grade 12 National Senior Certificate (NSC) and Adult Education and Training (AET) L4 examination scripts.

Select ONE marking centre ONLY.

Selecting more than one marking centres will disqualify your application.

(QUALIFYING APPLICANTS WILL BE SHORTLISTED AND INVITED TO WRITE A COMPETENCY TEST IN JULY 2016 IN DISTRICTS WHERE MARKING CENTRES ARE LOCATED)

2016 MARKING CENTRES AND EXAMS DEPOT

- | | |
|---|---|
| <input type="checkbox"/> Adelaide Gymnasium | <input type="checkbox"/> Grens |
| <input type="checkbox"/> Aliwal North | <input type="checkbox"/> Kirkwood |
| <input type="checkbox"/> Burgersdorp | <input type="checkbox"/> Nico Malan |
| <input type="checkbox"/> Byletts Combined | <input type="checkbox"/> Phandulwazi |
| <input type="checkbox"/> Collegiate | <input type="checkbox"/> Queenstown Girls |
| <input type="checkbox"/> Cradock | <input type="checkbox"/> St Johns |
| <input type="checkbox"/> Daniel Pienaar | <input type="checkbox"/> Strelitzia |
| <input type="checkbox"/> Exams Depot | <input type="checkbox"/> Stutterheim |
| <input type="checkbox"/> Gill College | <input type="checkbox"/> Union |
| <input type="checkbox"/> Graeme College | |

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
Other (Specify)	

PREVIOUS EXPERIENCE AS AN EXAMINATION ASSISTANT

YEAR	MARKING CENTRE	OFFICE/MARKING VENUE
2013		
2014		
2015		

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. Only applicants who are permanent residents of the Province of the Eastern Cape will be considered.
3. Applicants will have to complete an Application Form and attach all certified documents required in order to be considered for selection.
4. Previous experience will be considered but it is not a requirement.
5. Late applications will NOT be considered.
6. Faxed and e-mailed applications will NOT be considered.
7. Applications through a third party will NOT be considered.
8. Persons who have a relative writing the relevant examination in the period applying for, will not be considered.
9. Applicants must not be in other employment for remuneration.
10. Applicant must not be an AET Tutor.
11. Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes and sweeping working areas.
12. Applicants must have completed their examinations at the Tertiary Institution where they are studying before the period of employment as an Examination Assistant commences.
13. Fraudulent and incomplete applications will be disqualified.
14. Only successful applicants will be contacted and informed of final employment venues and dates
15. Examination Assistants who were involved in Irregularities will not be appointed during 2016/17 marking cycle.
16. Examination Assistants who disobey the rules at the marking centres will be dismissed immediately from the marking centres, Depot and Capturing Centres.

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.

.....
SURNAME & INITIALS

.....
SIGNATURE

.....
DATE

TO BE SIGNED BY THE /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

.....
SURNAME & INITIALS

.....
SIGNATURE

.....
DATE

UNIVERSITY/DISTRICT STAMP

TO BE SIGNED BY THE CHAIRPERSON OF THE PANEL (Mark with X)

SHORTLISTED		NOT SHORTLISTED	
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REASONS FOR NOT SHORTLISTING:

.....

.....
CHAIRPERSON OF THE PANEL

.....
SIGNATURE

.....
DATE