


CHECKLIST FOR TRANSFERS CS & PS

All educator (CS) / non-teaching (PS) transfer applications shall be required to submit the following documents to the relevant District HRP unit / Recruitment & Selection Directorate for approval of the transfer to ensure that it is processed timeously.

		Applicant ✓	HRP ✓	R&S ✓
A	Curriculum Vitae with academic transcripts (where applicable)			
B	Certified copy of ID copy (both sides where applicable)			
C	Certified copies of qualifications (where applicable)			
D	Certified copies of SACE/HPCSA (where applicable)			
E	AFISWITCH/DHET/SAQA verification report on professional qualification & Matric certificate At the cost of the applicant (incoming and interdistrict cross /single transfer)			
F	SAPS 69i report/ AFISWITCH Certificate (At the cost of the applicant) R&S to make a copy and retain original for submission to DoJ.			
G	Signed releasing letter – on the official letterhead of the school			
H	Signed releasing letter – on the official letterhead of the office of the District Director			
I	Signed receiving/acceptance letter – on the official letterhead of the school			
J	Signed receiving/acceptance letter – on the official letterhead of the office of the District Director			
K	Letter from applicant indicating reasons for transfer request			
L	Form 29 - Inquiry by employer of Part B of National Child protection register (Regulation 44 - Section 126 of the Children's Act 38 of 2005)			
M	Form 8 – National Register for Sex Offenders (Section 44 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007)			
N	Persal printouts (#4.3.1 and #3.3.4)			
O	Approval letter by delegated authority			

Verified by (Print name) HRP: _____ Signature & Date: _____

Verified by (Print name) R & S: _____ Signature & Date: _____