



CHECKLIST: SUBMISSION OF APPOINTMENT DOCUMENTS (CS)

REQUIRED	TICK	HRP VERIFY
GDE 1 signed by applicant and principal		
Post information & period on GDE 1 fully completed		
Information sheet on subjects		
Fully completed F1030 Bank Form		
Bank statement/ confirmation letter from bank		
Certified copies of qualifications		
Certified copy of ID		
Certified copy of SACE registration		
Fully completed HR 8 + tax certificate		
Confirmation of assumption		
Minutes of interview for this appointment		
Verification documents (DOTS)		
Pro-forma statement		
Dr's note, where applicable		
Leave form, where applicable		
Secondment/ growth post letter etc, where applicable		
Motivation for under-/ unqualified (exceptional circumstances only)		
Valid work permit + passport for foreigners (only Maths & Science in Secondary schools)		

SIGNATURE OF PRINCIPAL: _____ DATE: _____

SIGNATURE OF HRP OFFICIAL: _____ DATE: _____