



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

CHECKLIST: SUBMISSION OF APPOINTMENT DOCUMENTS (PS)

REQUIRED	TICK	HRP VERIFY
Z83 signed by applicant and principal		
Period on Z83 fully completed		
Fully completed F1030 Bank Form		
Bank statement/ confirmation letter from bank		
Certified copies of qualifications		
Certified copy of ID		
Fully completed HR 8		
Tax Certificate		
Copy of the advertisement for this position		
Minutes of interview for this appointment		
Verification documents (DOTS)		
Pro-forma statement		

SIGNATURE OF PRINCIPAL: _____ DATE: _____

SIGNATURE OF HRP OFFICIAL: _____ DATE: _____