

HINTS FOR A GREAT CV

What must be in your application ?

PRESENTED BY: WILLEM DU BUISSON

DATE: 11 MARCH 2021



DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

**WHICH COLLECTIVE
AGREEMENT IS USED ?**

COLLECTIVE AGREEMENT 1 OF 2019 IS USED IN THE FREE STATE

- ✓ Read through the whole collective agreement and the instructions in the vacancy list to make sure what is required.
- ✓ Closing date for applications.
- ✓ Application form required to be used (Z83 in the Free State)
- ✓ Delivery address for applications.
- ✓ Make sure that you get acknowledgement of receipt.



REQUIRED DOCUMENTATION FOR APPLICATION

- ✓ CERTIFIED COPIES (Not older than 6 months):
 - ✓ ID
 - ✓ All academic qualifications (Gr 12, first tertiary qualification, post graduate qualifications etc.)
 - ✓ Informal qualifications
 - ✓ SACE certificate





CURRICULUM VITAE

REQUIREMENTS OF THE COLLECTIVE
AGREEMENT THAT IS USED TO SCORE EACH
APPLICATION

SAOOU

CONTENT OF CURRICULUM VITAE FOR SCORING PURPOSES TO BE SHORTLISTED

- ✓ Application form completed in full with the correct post number and your Persal number.
- ✓ NEVER WRITE IN APPLICATION FORM: "SEE CV"
- ✓ Generic personal information
- ✓ **Academic training**
(Gr 12, first qualifications, post graduate qualifications etc.)
 - ✓ REQV 13: 20 points
 - ✓ REQV 14: 30 points
 - ✓ REQV 15: 40 points

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CONTENT OF CURRICULUM VITAE

- ✓ **Relevant and appropriate experience**
 - ✓ 3-5 years: 5 points
 - ✓ 6-10 years: 10 points
 - ✓ 11-15 years: 15 points
 - ✓ 16 or more years: 20 points

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CONTENT OF CURRICULUM VITAE

- ✓ **Relevant and appropriate informal qualifications:**
 - ✓ 1-2 certificates: 2 points
 - ✓ 3-4 certificates: 5 points
 - ✓ 5-6 certificates: 7 points
 - ✓ 7 or more certificates: 10 points
- ✓ Include more informal certificates than the number required.
- ✓ The number of informal certificates often determine the shortlist for interviews, because most applicants for a specific post have the same REQV, training and years of experience.
- ✓ **Employment equity:**
 - ✓ Is a given.

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WHAT MUST BE IN YOUR CV TO IMPRESS THE INTERVIEWING COMMITTEE ?

✓ **Front page:**

- ✓ Post name and number
- ✓ Recent photo
- ✓ Name and surname
- ✓ Contact details (Cell nr., alternative cell nr and email address)

✓ **First page and second page:**

- ✓ Application letter
- ✓ Personal information
- ✓ Academic qualifications
- ✓ Teaching experience (subjects and years)

WHAT MUST BE IN YOUR CV TO IMPRESS THE INTERVIEWING COMMITTEE ?

✓ **Third page and onwards**

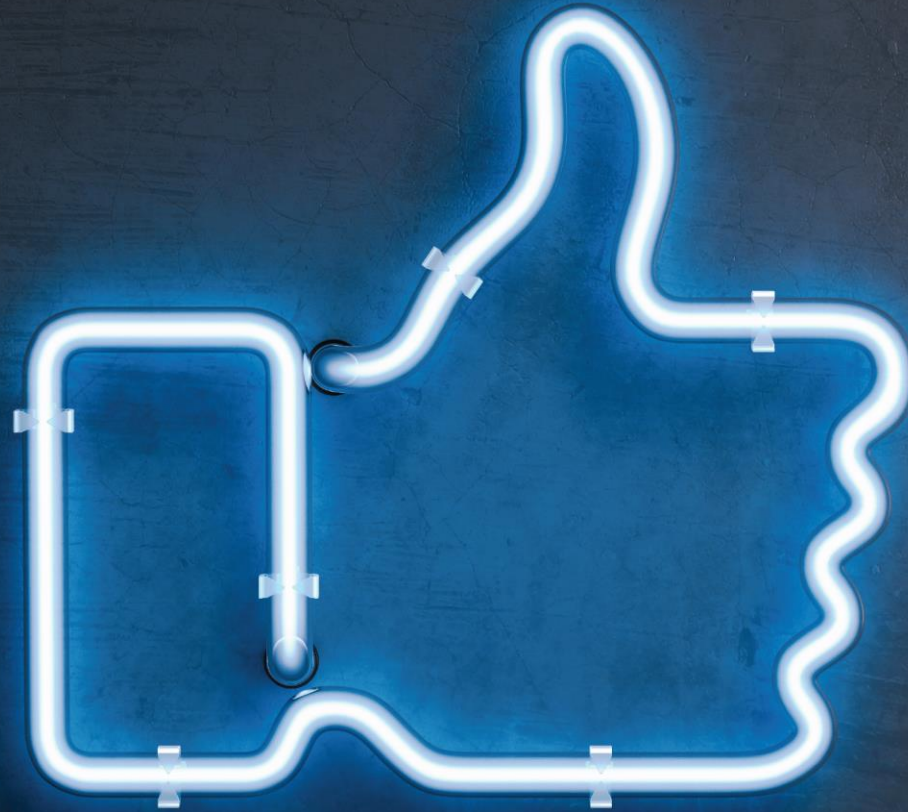
- ✓ Management skills and experience
- ✓ Knowledge of laws relevant to the education sector (SA Schools Act, Employment of Educators Act, Basic Condition of Service Act etc.)
- ✓ Financial management skills
- ✓ Infrastructure and project skills
- ✓ Soft skills
- ✓ Referees (At least three persons who know you well in a professional capacity, current principal/circuit manager etc.)
- ✓ Community involvement
- ✓ Educational awards received

IN CLOSING

- ✓ Your application must be neat and professional.
- ✓ Make sure that the most important information is easily accessible on the first three pages.
- ✓ Contact the SGB Chairperson / current principal and inform them of your application, because applications do get lost or are filed wrongly by the Department of Education.
- ✓ Be very patient for an invitation to an interview, it takes 2-3 months from the closing date.
- ✓ Inform your SAOU representative at the Free State Provincial Office to ensure that a suitable representative is arranged for all the processes.
- ✓ GOOD LUCK!!



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012 023 1333



saou@saou.co.za



076 127 1921



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