

CHECKLIST FOR TRANSFER APPLICATIONS

PART A : REQUIRED DOCUMENTATION FROM EDUCATORS or EMPLOYEE REQUESTING SINGLE/CROSS TRANSFERS				
Section	Documents	Responsibility	Attached Documents	
			Yes	No
A	<ul style="list-style-type: none"> A letter signed by the applicant (s) providing the reasons for requesting a transfer. 	Applicant		
	<ul style="list-style-type: none"> A letter signed by the relevant Senior Manager or the School Principal and SGB recommending that the educator or an employee should be transferred. 	Applicant		
	<ul style="list-style-type: none"> A letter signed by the relevant receiving Senior Manager or the School Principal and SGB agreeing that the educator or an employee should be transferred into their school or an office. 	Applicant		
	<ul style="list-style-type: none"> Comprehensive CV and original certified copies of qualifications. 	Applicant		
	<ul style="list-style-type: none"> Supporting documents (eg ID, SACE, HPCSA certificates) 	Applicant		
	<ul style="list-style-type: none"> Verification of consent forms (criminal check, ID verification, Qualifications) and Form 29 (Only applicable to educators or employees who have direct contact with school learners).. 	Applicant		
B	<ul style="list-style-type: none"> Post Establishment /Organogram (PERSAL #3.3.4) 	Dir : Recruitment and Selection or HRP Office.		
	<ul style="list-style-type: none"> Employment Status (PERSAL #4.3.1- choice 3 &8). 	Dir : Recruitment and Selection or HRP Office		
	<ul style="list-style-type: none"> Confirmation of the existence of the posts from OD and job specification where necessary. 	Dir : Recruitment and Selection		
	<ul style="list-style-type: none"> A submission for approval of the transfer request by the HoD or relevant delegated authority. 	Dir : Recruitment and Selection prepare a submission for Head Office. HRP Office in the District Office prepare a submission for school and district based posts. NB: Approval for transfers shall be in line with the approved delegations of authority.		