



NAPTOSA KZN NEWS SPLASH

24

05 May 2026

HRM 10 OF 2026 APPLICATION SUBMISSION CHECKLIST

Checklist for Serving Educators (Currently employed by Dept. of Education)

- ☒ Fully completed Z83 (81/971431) with no blanks.
- ☒ Initial both pages of Z83 and sign (original signature in ink)
- ☒ Completed EHR7 (CV) form
- ☒ Validated by Principal/Principal's Nominee (Stamp and signature)
- ☒ Single Pref List (EHR13) submitted to each district if applying to multiple districts

Checklist for Non-Serving Educators (Eg, SGB/Educators returning from break in service)

- ☒ A Curriculum Vitae (EHR 7) bearing an original Signature.
- ☒ An original certified copy of Page 1 of the identity document.
- ☒ Original certification copies of all qualification documents.
- ☒ For foreign qualifications, an original certified copy of an evaluation certification must be included.

- ✓ Original certified copy SACE registration certificate
- ✓ Proof of Service from current or previous employers

Indicate the ffg information on the envelope

- ✓ The post number of the post applied for.
- ✓ Name of the School, Circuit, and District Office.
- ✓ Correct Surname, initials and Persal number of the applicant.

Reasons for being sifted out

- ✓ Submission of **OUTDATED** Z83 forms.
- ✓ Z83 form **NOT ORIGINALLY SIGNED**.
- ✓ **INCOMPLETE** Z83 forms. (All sections must be fully completed.)
- ✓ **MISSING NAME OR SURNAME** on EHR7.
- ✓ **INCOMPLETE** EHR7 form.
- ✓ **NO PROOF OF VALIDATION** (for serving educators.)
- ✓ **NO SIGNATURE PROVIDED.**
- ✓ **PHOTOCOPY SIGNATURES SUBMITTED.**
- ✓ **NON-CERTIFIED / INCORRECTLY CERTIFIED COPY.**