

**PYEI-BEEI PHASE V**

**VERIFICATION OF COMPLIANCE WITH REQUIREMENTS**

1. **DETAILS OF THE RECOMMENDED CANDIDATE**

|  |  |  |
| --- | --- | --- |
| NAME OF ASSISTANT |  | |
| ID NUMBER |  | |
| PYEI-BEEI POST | Education Assistant:  Curriculum  Reading Champion  ICT /eCadre  Care & Support  Laboratory  Workshop | General School Assistant:  Handyperson  Sport & Enrichment |

1. **SCHOOL DETAILS**

|  |  |
| --- | --- |
| SCHOOL NAME |  |
| EMIS NUMBER |  |
| DISTRICT |  |

1. **REQUIREMENTS FOR APPOINTMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **REQUIREMENT** | **CHECKED BY (√ if the documents are attached)** | |
| **CIRCUIT MANAGER** | **HR** |
| 1 | Selection processes conducted by of Selection Committee |  |  |
| 2 | Minutes of selection processes on file |  |  |
| 3 | Candidate is aged 18 to 34 (18years of age or above when applying and up to 34 years turning 35 on or before 31 March 2026 for mainstream schools and up to 39 years turning 40 on or before 31 March 2026 for LSEN Schools) |  |  |
| 4 | Candidate meets the requirements for the category and sub-category |  |  |
| 5 | Candidate answered “YES” to all questions in the duly completed “Declaration by PYEI-BEEI Assistant” |  |  |

1. **DECLARATION BY CIRCUIT MANAGER**

I hereby confirm that this recommended candidate meets all the requirements for the post and that all the above-mentioned documentation are attached and have been verified by me.

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**NAME SIGNATURE DATE**

1. **VALIDATION BY DEPUTY DIRECTOR: HRSS**

I hereby confirm that all documentation for the appointment process has been checked and that all requirements have been complied with.

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**NAME SIGNATURE DATE**

Text

Description automatically generated **PYEI-BEEI PHASE V**

**CHECKLIST OF DOCUMENTATION**

1. **SCHOOL DETAILS**

|  |  |
| --- | --- |
| SCHOOL NAME |  |
| EMIS NUMBER |  |
| CIRCUIT |  |
| CMC |  |
| DISTRICT |  |
| No. OF EDUCATION ASSISTANT (EA) POSTS |  |
| No. OF GENERAL SCHOOL ASSISTANT (GSA) POSTS |  |

1. **DOCUMENTATION FOR APPOINTMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **DOCUMENTATION** | **CHECKED BY (√ if the documents are attached)** | |
| **CIRCUIT MANAGER** | **HR** |
|  | Certified copy of identity document/ passport to confirm aged 18 to 34 (18 years of age or above when applying and up to 34 years turning 35 on or before 31 March 2026 for mainstream schools and up to 39 years turning 40 on or before 31 March 2026 for LSEN Schools) |  |  |
|  | Completed application form (Z83 and Curriculum Vitae (CV) |  |  |
|  | Certified copies of qualifications, where applicable |  |  |
|  | Affidavit/Declaration by applicant stating he/she has no criminal record |  |  |
|  | \* Affidavit/Declaration confirming that applicant is NOT in Education, Employment or Training (NEET) and not receiving any other form of salary or wages |  |  |
|  | Affidavit by applicant to confirm that he/she is not conducting business with the State in any way |  |  |
|  | Applicants meets requirements per category and sub-category applied for |  |  |
|  | Bank statement to confirm not receiving R370 SRD grant |  |  |
|  | Declaration of Confidentiality |  |  |
|  | Duly completed “Declaration by PYEI-BEEI Assistant” |  |  |
|  | Minutes of Interview and other supporting documents |  |  |

\* Not applicable if studying towards teaching qualification at distance or online learning.

1. **DECLARATION BY CIRCUIT MANAGER**

I hereby confirm that all documentation for the appointment has been checked and is correct and that the post allocation for this school was not exceeded.

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**NAME SIGNATURE DATE**

1. **VALIDATION BY DEPUTY DIRECTOR: HRSS**

I hereby confirm that all documentation for appointment has been checked, the post allocation for Phase 5 has not been exceeded and that all requirements have been complied with.

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**NAME SIGNATURE DATE**