

PYEI PHASE III

VERIFICATION OF COMPLIANCE WITH REQUIREMENTS

A. DETAILS OF THE RECOMMENDED CANDIDATE

NAME OF ASSISTANT	
ID NUMBER	
PYEI POST	

B. SCHOOL DETAILS

SCHOOL NAME	
EMIS NUMBER	
DISTRICT	

C. REQUIREMENTS FOR RE-APPOINTMENT

No.	DOCUMENTATION	CHECKED BY (✓ if the documents are attached)	
		CIRCUIT MANAGER	HR
1	Proof of being appointed as Assistant for Phase 2 of PYEI		
2	Aged 18 to 36 (18 to 41 for LSEN Schools)		
3	Completed application form (Z83 and Curriculum Vitae (CV)		
4	Certified copy of identity document/ passport.		
5	Certified copies of improved qualifications (if any)		
6	Banking details-Z56 bank form		
7	Certified copy of the bank card, (back and front of the bank card)		
8	TAX Certificate obtainable from SARS		
9	Duly completed "Declaration by PYEI Assistant"		

D. DECLARATION

I hereby confirm that this recommended candidate meets all the requirements for the post as contained in Paragraph 2 of HRM Circular No. 18 of 2022, all the above-mentioned documentation are attached and have been verified by me.

NAME	SIGNATURE	DATE
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E. VALIDATION BY DEPUTY DIRECTOR: HRSS

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

NAME	SIGNATURE	DATE
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PYEI PHASE III

CHECKLIST OF DOCUMENTATION

A. SCHOOL DETAILS

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

B. DOCUMENTATION FOR RE-APPOINTMENT

No.	DOCUMENTATION	CHECKED BY (✓ if the documents are attached)	
		CIRCUIT MANAGER	HR
1	Completed application form (Z83 and Curriculum Vitae (CV)		
2	Certified copy of identity document/ passport.		
3	Certified copies of improved qualifications (if any)		
4	Banking details-Z56 bank form		
5	Certified copy of the bank card, (back and front of the bank card)		
6	TAX Certificate obtainable from SARS		
7	Duly completed "Declaration by PYEI Assistant"		
8	Duly completed Assumption of Duty Form		

C. DECLARATION BY CIRCUIT MANAGER

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

NAME	SIGNATURE	DATE
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D. VALIDATION BY DEPUTY DIRECTOR: HRSS

I hereby confirm that all documentation for re-appointment has been checked, the post allocation from Phase 2 has not been exceeded and that all requirements have been complied with.

NAME	SIGNATURE	DATE
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