

First-time  
Appointments

# Q&A

*"Every child is  
a national asset"*



**basic education**

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## **What should you do when you are appointed at a public education institution as an educator or public service official for the first time?**

### **Step 1: *Appointment letter***

The school at which you are appointed receives your appointment letter from the district office and the school Principal forwards the letter to you.

### **Step 2: *Acceptance of appointment letter***

If you accept the appointment, you must compile a letter of acceptance of the appointment indicating the date that you will assume duty at the school and submit it to the school.

### **Step 3: *Complete forms***

When you arrive at the school on the date of assumption of duty, you must complete and sign the following forms:

- **Educator Information Form** (educators only).
- **Assumption of Duty Form**  
Ensure that the Principal also signs the Assumption of Duty Form.
- **Banking Form**  
Ensure that the financial institution stamps the Banking Form.

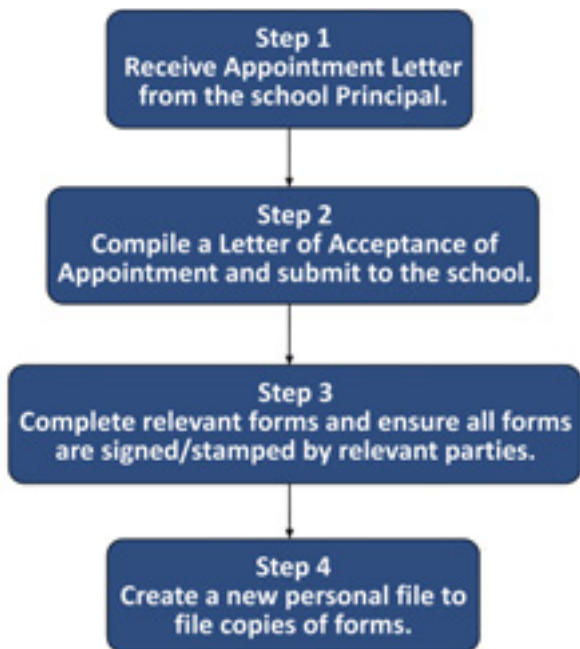
### **Step 4: *Create personal file***

The school administrator creates a new personal file for you to file copies of the Acceptance of

Appointment letter, Assumption of Duty Form and a Banking Form in the personal file.

Copies of other relevant forms that you will complete in future will be filed in this personal file.

### **First-time Appointment**



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