



# the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

**TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

**Circular No 19 of 2022**

## **PRACTICE NOTE ON THE Z83 APPLICATION FOR EMPLOYMENT AND OTHER RELATED MATTERS**

1. The DPSA has received various requests from departments seeking clarity on the Z83 application for employment form. Furthermore, the DPSA remains committed to assessing mechanisms to improve the financial and administrative challenges both for human resources in departments and more so for the citizens. In light of such, there was a need to clarify matters in an effort to improve the recruitment process.

### 2. Matters related to the Z83:

2.1 The Z83 form must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. The following must be considered in relation to the completion of the Z83 by applicants:

- 2.1.1 **Part A:** All fields must be completed in full
- 2.1.2 **Part B:** All fields must be completed in full except when:
  - 2.1.2.1 Passport number: South African applicants need not provide passport numbers.
  - 2.1.2.2 An applicant has responded "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)*", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "*In the event that you are employed in the Public Service, will you immediately relinquish such business interests?*"
  - 2.1.2.3 "*If your profession or occupation requires official registration, provide date and particulars of registration*" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated.
- 2.1.3 **Part C:** All fields must be completed.
- 2.1.4 **Part D:** All fields must be completed
- 2.1.5 **Part E, F & G:** Noting that there is limited space provided applicants often indicate "*refer to Curriculum Vitae (CV) or see attached*", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under **Part F** must be answered.
- 2.1.6 Declaration must be completed and signed.

2.1.7 Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualification.

3. Copies of qualifications and other relevant documents:

3.1 Reference is made to Circular No 5 of 2021.

3.2 Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae.

3.3 In order to alleviate administrative burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview.

3.4 Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

Kind regards,



**Ms Y Makhasi**  
**Director-General (ACTING)**

**Date:** 22/4/2022