



# EASTERN CAPE DEPARTMENT OF EDUCATION

## APPLICATION FOR ADDITIONAL TEACHING POSTS: PRIMARY AND SECONDARY SCHOOLS

### INSTRUCTIONS

This application should be submitted to the District Director.

### 1. SCHOOL INFORMATION

<b>School</b>		<b>EMIS No.</b>	
<b>Address</b>		<b>Tel. No.</b>	
		<b>Fax No.</b>	
		<b>E-Mail</b>	
		<b>Code</b>	
<b>District Office</b>		<b>Grade</b> (e.g. P1 etc.)	

### 2. APPROVED ESTABLISHMENT AND ADDITIONAL POST(S) APPLIED FOR:

	Principal	Deputy Principal	HOD	Senior Secondary	Junior Secondary	Senior Primary	Junior Primary	TOTAL
Approved Establishment								
SGB Posts								
Posts applied for								
Date Required								

### 3. ENROLMENT OF LEARNERS (FULL TIME)

1 <sup>st</sup> session – 1 2 <sup>nd</sup> session - 2	R	Junior Primary			TOT R - 3	Senior Primary			TOT 4 - 6	Junior Secondary			TOT 7 - 9	Senior Secondary			TOT 10 - 12
		1	2	3		4	5	6		7	8	9		10	11	12	
Previous two year's average enrolment																	
Present enrolment																	
Estimated enrolment for next year																	

**4. NUMBER OF CLASSROOMS**

TYPE OF CLASSROOMS	NUMBER	TYPE OF CLASSROOMS	NUMBER
Departmental Plan: classroom		Needlework	
Other substantial rectangular classroom		Home Economics	
Substantial large rondavels		Commercial Practical room	
Church halls / School hall		Audio-visual	
Incomplete classrooms. Completion date		Metalwork room	
Laboratories		Woodwork room	
Art		Workshops	

**5. CLASSROOM ACCOMMODATION**

Indicate how the additional educator(s) will be accommodated.

---



---



---

NAME OF PRINCIPAL: \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PRINCIPAL \_\_\_\_\_

CHAIRPERSON OF SCHOOL GOVERNING BODY \_\_\_\_\_ DATE \_\_\_\_\_

**DISTRICT OFFICE  
FOR OFFICE USE ONLY**

<b>1.</b>	<b>COMMENTS</b>
	<p><b>Accommodation:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><b>Allocation of work:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><b>Special problems:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>2.</b>	<b>RECOMMENDATION</b>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<p>_____ DATE _____</p> <p>DISTRICT MANAGER</p>

<b>HEAD OFFICE FOR OFFICE USE ONLY</b>	
<b>3</b>	<b>RECOMMENDATION</b>
The application for additional teaching posts is recommended / not recommended with effect from _____ .	
_____ <b>DIRECTOR:</b>	_____ <b>DATE</b>

<b>4</b>	<b>RECOMMENDATION</b>
The application for additional teaching posts is recommended / not recommended with effect from _____ .	
_____ <b>CHIEF DIRECTOR:</b>	_____ <b>DATE</b>

<b>5</b>	<b>RECOMMENDATION</b>
The application for additional teaching posts is recommended / not recommended with effect from _____ .	
_____ <b>DEPUTY DIRECTOR GENERAL</b>	_____ <b>DATE</b>

<b>6</b>	<b>APPROVAL</b>
The application for additional teaching posts is approved / not approved with effect from _____ .	
_____ <b>SUPERINTENDENT GENERAL DEPARTMENT OF EDUCATION</b>	_____ <b>DATE</b>

