



the dpsa

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

CLARIFICATION REGARDING THE COMPLETION OF THE Z83 APPLICATION FOR EMPLOYMENT FORM AND THE ADVERTISEMENT OF GENERIC POSTS BY PROVINCIAL TREASURIES

1. This circular aims to address and clarify the operational challenges faced by Human Resource Practitioners in implementing the Z83 Application for Employment Form during the selection process.
2. In the second quarter of the 2024/2025 financial year, the Department of Public Service and Administration (DPSA) surveyed public service departments to identify the difficulties encountered when completing the Z83 application for employment form (Z83). The survey revealed that the form was applied inconsistently across the public service.
3. The survey highlighted challenges related to the instructions for filling out the form and addressing specific questions, as outlined below:
 - a) All fields of the Z83 are compulsory, and the applicant's signature is mandatory.
 - b) The Z83 must be completed in full and signed for an applicant to be considered.
 - c) Circular 19 of 2022, paragraph 2.1.5, stipulates that Part F must be completed. This section of the Z83 requires an applicant to specify if any conditions may prevent re-employment in the public service.

4. The DPSA offers the following advice to enhance administrative efficiency and ensure the fair consideration of suitably qualified applicants:

- 4.1 Circular 44 of 2020 states that "*Departments are advised to take note that all fields of the new Z83 form are compulsory, and the signature of the applicant is mandatory. Departments must take the necessary steps and appropriate means to comply with this requirement. Furthermore, the Z83 form must be completed in full and signed in order for an applicant to be considered.*"

Amended Clause: Clause 44 of 2020 is amended to state that the Z83 form must be completed in manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The Z83 form must not be used in isolation during the selection process. The selection committee must refer to the applicant's curriculum vitae (CV) for additional relevant information.

- 4.2 Paragraph 2.1.5 of Circular 19 of 2022 (Practice Note) Part F states that: "*The questions related to the conditions that prevent re-appointment under Part F must be answered.*"

Explanatory note: Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment, as their prior employment can be verified through their CV.

- 4.3 Parts A, B, C, and D of the Practice Note states that "*All fields must be completed in full / All fields must be completed*".

Explanatory Note: Parts A, B, C, and D of the Practice Note are amended to allow that applicants may leave questions blank, mark them as not relevant, and use dashes or N/A if they do not apply to them or the position they are applying for. It is worth noting that the Z83 fields are not tailored to all positions and candidates.

- 4.4 Special Notes on the Z83 Application for Employment Form states that "*Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process*".

Explanatory Note: The initials on the second page, where the signature is situated, are not mandatory.

5. Departments are reminded to comply with the Directives and Circulars issued by the DPSA on the implementation of benchmark job descriptions for the filling of posts in Provincial Treasuries and

other posts in general. These outline the required processes and guidelines; and are available on the DPSA website. The key control measures are as follows:

- a) **Compliance with job requirements:** Departments must ensure that all job advertisements adhere strictly to the benchmarked job descriptions.
- b) **Publication in the Public Service Vacancy Circular (PSVC):** Only posts that meet the required criteria will be included in the PSVC.
- c) **Accountability and consequence management:** Expenditure incurred due to non-compliant external advertisements will prompt the enforcement of accountability measures.

6. For further enquiries please consult Ms Zandile Buthelezi on 012 336 1262 / Zandile.Buthelezi@dpsa.gov.za or Mr Bafana Malaza on 012 336 1244 / Bafana.Malaza@dps.gov.za

Yours sincerely,



Mr Willie Vukela

Acting Director-General

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