



**APPLICATION TO PERFORM REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (RWOPS)
RELATED TO THE 2024 NATIONAL AND PROVINCIAL ELECTIONS**

INSTRUCTIONS: All parts of the form must be completed. The first page of this application form must be initialled by all signatories.

PLEASE NOTE: This application form, once signed by all parties, form the legal undertaking between the Employer (Western Cape Education Department) and the employee. A copy of the form must be provided to the employee upon approval/ non approval.

NAME OF THE APPLICANT (EMPLOYEE): _____

PERSAL NUMBER: _____ **JOB TITLE:** _____

NAME OF COMPONENT/INSTITUTION: _____

I hereby apply to perform remunerated work outside the public service (RWOPS) for the Independent Electoral Commission (IEC), related to the 2024 National and Provincial elections. The duties, training dates and times are as follows:

DUTIES: _____

TRAINING DATES AND TIMES: _____

I, _____ undertake to assist my Component/Institution in meeting its service delivery demands, including overtime commitments (if applicable), which includes being on call/standby (if applicable) as scheduled. I acknowledge that my first commitment is to meet the operational objectives of my Component/Institution.

I accept that permission to perform RWOPS is only granted for the duration of the 2024 National and Provincial elections.

I accept that non-compliance with any of the conditions, monitoring or control measures pertaining to the performance of RWOPS may lead to disciplinary action and that the sanction imposed may include forfeiture of remuneration gained by such non-compliance.

Initial

I note that the Code of Conduct, Part 1 of Chapter 2 of the Public Service Regulations, 2016, apply.

Signature of Applicant

Date

Undertaking by supervisor:

I, _____ undertake to supervise official hours.

Signature of Supervisor
Designation: _____

Date

The application to perform RWOPS relating to the 2024 National and Provincial elections are APPROVED / NOT APPROVED.

Comments: _____

Signature of delegated authority
(Not lower than Deputy Director/Chief
Education Specialist)

Designation

Date

A copy of this undertaking has been provided to the applicant on _____