APPLICATION FOR APPOINTMENT AS:
EXAMINATION ASSISTANTS: 2018 /19
ATTENTION ALL SECOND - AND THIRD-YEAR FULL-TIME STUDENTS!

WCED RECRUITMENT OF STUDENTS AS EXAMINATION ASSISTANTS

REMUNERATION - R65.15 per hour (current rate)

MARKING PERIODS -
- 07 December to 14 December 2018
- 18 June to 20 July 2019

DUTIES -
- Checking and addition of marks on scripts
- Data capturing
- Drawing and Filing scripts
- General administration support

CRITERIA FOR APPOINTMENT
- Second and third year full-time students will be given preference.
- Applicants must reside within reasonable travelling distance of marking centres
- Applicants should not have immediate family members who are entered for the 2018 National Senior Certificate Examination.
- Must be registered with SARS and submit a Tax number, prior to appointment.
- Must have active bank account

DOCUMENTATION REQUIRED
- Certified copy of identity document
- Certified copy of Senior Certificate (Grade 12)
- Documentary proof of current registration as a student
- Documentary proof of subjects already passed

MARKING CENTRES
Venues are in Northern Suburbs and Southern Suburbs (Please indicate your preference on your application form)
Must have own transport
Must have own calculator and stationery
Must provide own food

WORKING HOURS
- 8:00 to 16:00 (Saturday & Sunday included)
- Applicants must be able to work later, e.g. until 22:00, when required.

CLOSING DATE FOR APPLICATIONS - 27 July 2018

Completed application forms, together with the required documents, may be:
Hand delivered to
WCED Examination Client Services, 2nd Floor, Grand Central Towers, Lower Parliament Street, Cape Town

Posted to
WESTERN CAPE EDUCATION DEPARTMENT
Examination Assistant Application
For attention: Ms. C. Abrahams
PRIVATE BAG X 9114
CAPE TOWN
8000

No Collections will be done at any Tertiary Institutions or Universities

No Email application will be accepted

Please Note -
- Late applications will not be accepted.
- Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their application was unsuccessful.
APPLICATION FORM FOR EXAMINATION ASSISTANTS 2018/19

PERSONAL DETAILS

Surname:  
First name(s):  
Date of birth:  
Identity number:  
Income Tax No.:  
Race:  African  Coloured  Indian  White  
Gender:  Female  Male  
Do you have a disability?  Yes  No  
If Yes, please specify disability  
Postal address:  
Postal code:  
Cell Phone no.:  Alternative telephone no.:  
E-mail address:  

QUALIFICATIONS:

Name of institution where you are currently studying:  
Course you are studying:  
Current year of study, e.g. 2nd or 3rd year:  

PREVIOUS EXPERIENCE AND CONDITIONS OF APPOINTMENT:

Previous experience as mark checker / data capturer for the WCED?  Yes  No  
If “Yes”, please provide mark checker / data capturer number.  
If “Yes”, please provide Persal number.  

INDICATE PREFERENCE OF MARKING CENTRE

| Northern Suburbs | Yes | No |
| Southern Suburbs | Yes | No |

Will you be able to be on duty for the full duration of the marking period for 8 to 12 days (early to mid December) from 08:00 to 16:00 (including Saturdays, Sundays, public holidays and overtime) when requested?  Yes  No  

I declare that the above particulars are complete and correct and I understand that any false information supplied could lead to my immediate discharge.

Signature:  
Date:  

__________________________________________  ____________________________
THIS SECTION MUST BE SIGNED BY THE REGISTRAR

This is to certify that (applicant’s name in full) _________________________________________________________________

is a registered full-time student at (name of institution)_________________________________________________________

and is registered for the following course: ____________________________________________________________________

{e.g. B.A. I, N.D. Comm II}

I, ____________________________________________, as __________________________, hereby support his/her application.

(full name)      (rank)

Signature:______________________________________________________

Date: ________________________________________________________

The documents listed below must accompany each completed application form:

1. Certified copy of identity document
2. Certified copy of Senior Certificate  (Grade 12)
3. Proof of current registration at a tertiary institution
4. Proof of subjects registered for this year
5. Proof of subjects already passed

Application forms and supporting documents may be submitted:

• Per hand at the WCED Client Service, 2nd Floor, Grand Central Towers, Lower Parliament Street, Cape Town
• Posted to WCED Examination Assistants 2018, For attention: Ms C Abrahams, Private Bag X9114, Cape Town 8000

Late applications will not be accepted.

Please Note:

If this completed application form does not contain your institution’s official stamp and the signature of the Registrar, your application will not be considered.