

Government Job Application Checklist (South Africa)

Career guide from SA Easy — use this before every Public Service, municipal or departmental application.

1. Confirm the vacancy is real

- Prefer posts on official sites: department websites, DPSA vacancy circulars, municipal career pages.
- Note the exact post title, reference number, centre/location and closing date/time.
- Ignore adverts that ask you to pay to apply, “register”, or WhatsApp your ID to a private number.

Rule: If there is no clear official channel, treat it as high risk.

2. Documents to prepare

- Latest official Z83 form (or complete the online equivalent carefully)
- Updated CV (clear dates, relevant duties, matching qualifications)
- ID copy (certified only if the advert requires it at application stage)
- Matric / qualifications / professional registrations
- Driver's licence details if the post requires driving
- Reference contacts who have agreed to be contacted

Tip: Many departments only ask for certified copies when you are shortlisted — follow that advert.

3. Complete the Z83 correctly

- Copy the job title and reference number exactly from the advert.
- Fill every required section. Do not leave blanks without a short explanation.
- Use a working phone number and an email you check daily.
- Answer criminal / disciplinary declarations truthfully.
- Sign and date the form (or follow e-signature rules on the portal).
- One Z83 per post — do not reuse the same form for different reference numbers.

4. Align your CV with the advert

- Put the most relevant experience near the top.
- Match key requirements with real examples (duties, systems, languages, licences).
- Keep the CV readable (1–2 pages for most applicants).
- File name example: Name-Surname-CV.pdf

5. Submit the right way

- Online portal: create/login, upload in the requested format, submit before the deadline.
- Email: use the exact subject line (often reference + post title). Keep attachments small and clear.
- Hand delivery / post: only if the advert allows it; keep proof of submission.
- Never send applications to personal Gmail/Yahoo addresses not listed in the official advert.

6. After you apply

- Save a copy of everything you submitted and the proof of send/upload.
- Track applications in a simple list: post, reference, date, channel.
- Prepare for possible tests, interviews and verification checks.
- If the advert says “if you are not contacted within X months, consider the application unsuccessful”, plan other applications.

7. Safety reminders

Never pay to apply for a government or municipal job.

- Official Public Service applications do not require payment to submit.
- Be careful of “agents” who guarantee appointment.
- Verify closing dates on the official source — social media posts can be outdated or fake.

Quick pre-send checklist

- Correct reference number ■ Z83 complete & signed ■ CV attached if required
 - Official submission channel ■ Before closing date/time ■ Copy saved for yourself
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SA Easy career guide for South African job seekers. Pair with our Z83 guide, free CV template, cover letter template and interview tips on saeasy.co.za. Always follow the specific job advert. This checklist is general guidance, not legal advice or a guarantee of employment.