



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

File No.:3/3/P/R&S2023
Enquiries: HRP
Directorate: Recruitment & Selection

THRS INTERNAL MEMORANDUM No. 17 of 2023

TO: SCHOOL PRINCIPALS
BMT MEMBERS
THRS: PRACTITIONERS
DISTRICT LABOUR RELATIONS
ORGANISED LABOUR

ATTENTION: FORMER EMPLOYEES DISMISSED ON MISCONDUCT

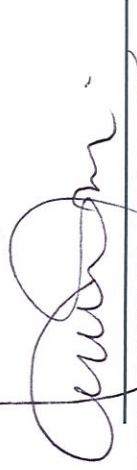
SUBJECT: PROCEDURE FOR REQUEST OF PERSAL UNBLOCK
FOR FORMER EMPLOYEES DISMISSED ON
MISCONDUCT

1. The purpose of this memo is to outline the procedure to be followed by former employees who have been dismissed due to misconduct who wish to apply for PERSAL unblock.
2. The correct procedure to be followed by former **employees**:
 - 2.1 Educator re-employment is regulated by paragraph 6, Government Gazette published, on 9 April 2021 and must have served the mandatory period of prevention based on the act of misconduct committed.
 - 2.2 Public Service (PS) re-employment is regulated by section 61, Public Service Regulations, 2016 and must have served the prohibition on reemployment period for misconduct based on the act committed.
 - 2.3 Educators must register a profile on the GDE Unemployed Educators Database for consideration of post-level one (PL1) opportunities, and /or apply for a promotional post as advertised in a GDE Vacancy Circular.
 - 2.4 PS staff must apply for a vacancy in a Public Service Vacancy Circular as advertised on DPSA or a temporary post at school level.
 - 2.5 The applicants must disclose on the GDE2R/GDE01/Z83 application form that they have been dismissed from Public Service.

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- 3 The application form and recruitment processes (shortlisting and interviews of the former employee must be treated fairly, equally and without prejudice.
- 4 The former employee will be required to submit the following documents in their application for employment:
 - 4.1 letter of dismissal from the previous employer at the point of interviews.
 - 4.2 Clearance letter from child protection registrar (issued by Department of Social Development)
 - 4.3 Clearance letter from sexual offence registrar (issued by the Department of Justice and Constitutional Development)
- 5 The principal or senior manager will submit the recommendation to the HRP at the District or R&S Directorate at Head Office for processing. The following attachments must be enclosed:
 - 5.1 Relevant recruitment documents as per the recommendation checklist
 - 5.2 Letter of dismissal from the GDE or any other organ of state
 - 5.3 NRSO Clearance certificate/ SAPS69 Report for National Register for Sexual Offenders (NRSO) verification purposes.
 - 5.4 Clearance letter from child protection registrar (issued by the department of Social Development)
- 6 HRP at the District or R&S Directorate at Head Office will prepare a submission (accompanied by all documents in bullet 5) for approval of the Head of Department for PERSAL unblock and appointment.
- 7 The authority to approve a request of former employees who have been dismissed due to misconduct rests with the Head of Department that is offering the appointment.
- 8 No assumption of duty prior to the approval mentioned in bullet 7 will be allowed.
- 9 Managers are requested to share the contents of this memo with enquiring applicants.

Yours sincerely



MR EDWARD MOSUWE

HEAD OF DEPARTMENT

DATE: 20/03/2023