



Fr Francis Murphy, Diocesan Education Secretary
Kilmuckridge, Gorey, Co Wexford Y25 H425
(053) 913-0116 / (087) 236-8411

REQUEST FOR THE PATRON'S APPROVAL FOR THE APPOINTMENT OF A PRINCIPAL TEACHER

Name of School: _____

Principal required from _____, 20____

Newspaper/Website(s) & Date of advertisement:

Website/Newspaper _____ Date _____

(The closing date for applications must be not less than 14 days after the first publication of a web-based advertisement or 14 days after the final date of a newspaper advertisement, whichever is later. An advertisement for the position of a Principal may not be placed during July or August)

If, in exceptional circumstances, the Patron has allowed the BOM Chair to be excused from the Selection Panel, please state:

Name of substitute and date of appointment by the Patron¹ Name: _____ Date: _____
BLOCK CAPITALS

Names & Addresses of Independent Assessors² (1) _____

(2) _____

Number of applications: _____ Women _____ / Men _____

Number of applicants interviewed: _____ Women _____ / Men _____

Venue of Interviews: _____

Date of Interviews: _____

Name of Teacher nominated: _____
BLOCK CAPITALS

Date of BOM Meeting approving of successful candidate: _____

I declare that the above details are correct &
all protocols and procedures for this appointment were adhered to.

Signed: _____ Date: _____
Chairperson, Board of Management

[Return to: Fr Francis Murphy, Kilmuckridge, Gorey, Co Wexford Y25 H425]

Incomplete forms will be returned

¹ c.f. *Governance Manual for Primary Schools 2015-2019*, 4.2 pg.65.

² Independent Assessor must be chosen from official diocesan list of Independent Assessors as notified on the Diocesan Website [anything to the contrary invalidates the entire recruitment process] & comply with the requirement of gender balance – a Selection Panel may not consist of all men or all women. See also, Disclosure of Interests / Integrity of Selection Board Proceedings, *Governance Manual* 4.3. f), i-v pg 66