



Fr Francis Murphy, Diocesan Education Secretary  
Kilmuckridge, Gorey, Co Wexford Y25 H425  
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## REQUEST FOR THE PATRON'S APPROVAL FOR THE APPOINTMENT OF A PRINCIPAL TEACHER

Name of School: \_\_\_\_\_

Principal required from: \_\_\_\_\_, 20 \_\_\_\_\_

Newspaper/Website(s) where the position was advertised & 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)

Number of applications: \_\_\_\_\_ Women \_\_\_\_\_ Men \_\_\_\_\_

Names & Addresses of Independent Assessors<sup>1</sup> (1) \_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_

Venue of Interviews: \_\_\_\_\_

Date of Interviews: \_\_\_\_\_

Number of applicants interviewed: Women \_\_\_\_\_ / Men \_\_\_\_\_

Name of Teacher appointed: \_\_\_\_\_  
(BLOCK CAPITALS PLEASE)

Date of BOM Meeting approving of successful candidate: \_\_\_\_\_

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

Signed: \_\_\_\_\_; Date: \_\_\_\_\_  
Chairperson, Board of Management

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\_\_\_\_\_  
<sup>1</sup> must be chosen from official diocesan list of Independent Assessors & comply with the requirement of gender balance – a Selection Panel may not consist of all men or all women.