



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 TEACHER

NATURE OF POSITION <input checked="" type="checkbox"/> <i>as appropriate</i>	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-Time
	<input type="checkbox"/> Classroom	<input type="checkbox"/> Learning Support	<input type="checkbox"/> Resource

Name of School: _____

Name of Principal: _____

Teacher required from _____, 20____ Until _____
(For temporary teachers only)

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. Seven clear days must be given to candidates called to interview.

Name of Approved Independent Assessor¹: _____

If recusal from the Selection Board was necessary please indicate if it was (1) BOM Chair; (2) Principal **AND**
 Name of substitute and date of appointment by the Patron² Name: _____ Date: _____
BLOCK CAPITALS

Number of applications: _____ Women _____ Men _____

Venue & Date of Interviews: _____

Number of applicants interviewed: Women _____ / Men _____

Name of Teacher nominated: _____
BLOCK CAPITALS

Is this teacher registered with the Teaching Council? Yes No

This teacher is: Probated Qualified Restricted Not Qualified

Does this teacher hold the diploma to teach religion? Yes No

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 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

² c.f. *Governance Manual for Primary Schools 2015-2019, 6.2.f,iii pg.56.*