



Fr Francis Murphy, Diocesan Education Secretary  
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## REQUEST FOR PATRON'S APPROVAL FOR THE APPOINTMENT OF A SPECIAL NEEDS ASSISTANT

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

Name of Principal: \_\_\_\_\_

Special Needs Assistant required from \_\_\_\_\_, 201\_\_\_\_\_

Website(s) where the position was advertised & Date:

\_\_\_\_\_

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

Name & Address of Third Assessor<sup>1</sup>: \_\_\_\_\_

\_\_\_\_\_

Venue & Date of Interviews: \_\_\_\_\_

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

Garda Vetting process has been completed?<sup>2</sup> YES  NO

Pre-Employment medical screening has been completed?<sup>3</sup> YES  NO

Name of SNA 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.

<sup>2</sup> a satisfactory outcome to Garda Vetting must be achieved **before** any offer of employment is made and before the DES will pay wages to an SNA. The Garda Vetting form should be completed by the candidate and submitted through the proper channels to Colette O'Doherty for referral to the Garda Central Vetting Unit (GCVU). N.B. Garda Vetting is not Garda Clearance! The Board of Management must be satisfied of the appropriateness of this candidature for employment. For appointments from the **Supplementary Assignment Panel** please refer to pp 165-7 of Catholic Primary School Management Handbook (2012)

<sup>3</sup> Confirmation of medical fitness must be obtained **prior** to appointment. The BOM shall ensure that the candidate completes a "Pre-Employment Medical Questionnaire" on [www.medmark4teachersna.ie](http://www.medmark4teachersna.ie)