



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 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*, "In exceptional circumstances and for valid reasons the Chairperson of the Board of Management can apply to the Patron to be excluded from the process. Where the Patron decides to allow the exclusion, the Patron will arrange for a replacement appointment to the Selection Board" pg 65. See also *Ibid* 6.2.f,iii pg.56.