



Fr. Paul Waldron, Diocesan Education Secretary  
St. John's Pastoral Centre, John's Hill, Waterford.  
Tel: (051) 874199  
Mobile: (087) 0560271  
e-mail: waterfordcpsma@eircom.net

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

(PLEASE ✓ APPROPRIATE BOXES)		
<b>ASSISTANT</b> <input type="checkbox"/>	<b>TEMPORARY</b> <input type="checkbox"/>	<b>PART-TIME</b> <input type="checkbox"/>
Classroom <input type="checkbox"/>	Learning Support <input type="checkbox"/>	Resource <input type="checkbox"/>

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

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

Assistant Teacher\* required from \_\_\_\_\_, 20\_\_\_\_

Temporary Teacher\* required from \_\_\_\_\_ until \_\_\_\_\_  
\*omit as appropriate

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

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

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

Date of Patron Approval for interview: \_\_\_\_\_

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

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

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

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 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

Return to: Fr Paul Waldron, St. John's Pastoral Centre, John's Hill, Waterford

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