

Waterford and Lismore Diocese

Fr. Paul Waldron, Diocesan Education Secretary
St. John's Pastoral Centre, John's Hill, Waterford.
Tel: (051) 875166
Mobile: (087) 0560271
e-mail: waterfordcpsma@eircom.net



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 Assessor¹: _____

Venue & Date of Interviews: _____

Number of applicants interviewed: Women _____ / Men _____

Garda Vetting process has been completed?² YES NO

Pre-Employment medical screening has been completed?³ YES NO

Name of SNA appointed: _____
(BLOCK CAPITALS PLEASE)

Date of BOM Meeting approving of successful candidate: _____

Date of Patron Approval for interview: _____

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

Signed; _____ Chairperson, Board of Management

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

¹ 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.

² 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 **Vetting Office, Bishops House, Johns Hill, Waterford** 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)

³ 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