



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

(PLEASE ✓ APPROPRIATE BOXES)		
ASSISTANT <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	PART-TIME <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 Assessor¹: _____

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

¹ 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.