



Fr Francis Murphy, Diocesan Education Secretary
The Presbytery, Gorey, Co Wexford
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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 _____, 20____

Local Newspaper(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 _____

Has the Garda Vetting process been completed?² YES NO

Has the medical certificate of fitness been obtained?³ 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

[Return to: Fr Francis Murphy, The Presbytery, Gorey, Co Wexford]

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 Sr Helen O'Riordan 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.

³ A certificate of medical fitness must be obtained **prior** to appointment. The BOM shall nominate a medical practitioner, while any costs incurred shall be borne by the successful applicant.