



Fr Francis Murphy, Diocesan Education Secretary
The Presbytery, Gorey, Co Wexford
(053) 942-1117 / (087) 236-8411
Email: fernsed@gmail.com <www.ferns.ie>

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

ASSISTANT TEACHER TEMPORARY TEACHER
(PLEASE ✓ APPROPRIATE BOX)

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.

Number of applications: _____ Women _____ Men _____

Name & Address of Third Assessor¹: _____

Venue & Date of Interviews: _____

Number of applicants interviewed: Women _____ / Men _____

Name of Teacher 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.