

Reappointment Form 2017/18

This form is to be completed **only** if this teacher was working an RPT, TWT or CID contract in this school in the 2016/17 school year.

Do **not** return this form to Post-Primary Payroll unless all necessary criteria have been completed.

Teacher Details

PPS Number _____

First Name _____

Surname _____

Phone No. _____

e-mail _____

School Details

Roll Number _____

School Name _____

e-mail _____

Phone No. _____

Teaching Council Details

☐ Tick to certify that you are currently registered with the Teaching Council for the purpose of Post-Primary teaching, in accordance with circulars 31/2011, 25/2013 & 52/2013.

If you are not registered you cannot complete this form.

Teaching Council Registration No.: _____

Note: It is your responsibility to ensure your registration is in order, renewed in time and kept up-to date. You cannot be paid for any period where you are not registered, or where you have allowed your registration to lapse.

Employment Details

Contract Type	✓	Hours
Permanent		
Contract of Indefinite Duration		
Regular Part Time		
Fixed Term Wholetime		

Date of Appointment: _____

Origin of the Post: _____

Teacher's Declaration

I, the undersigned, declare that the information recorded in this document is true, accurate and complete in all respects. I understand that I am responsible for the accuracy of the information and that if I wilfully suppress any information I risk the loss of appointment.

Teacher

Date

Principal/Chairperson's Checklist and Declaration

Before returning this document you must certify the following:

- A written contract of employment has been signed by both parties and that this contract is held in the school and a copy given to the teacher.
- The documents specified in Appendix A of circular 17/2008 are also retained in the school and available for review.
- You have verified that the proposed appointee is currently registered with the Teaching Council and that the requirements for Garda Vetting, outlined in circular 31/2016 have been met.
- The terms of Circular 24/2015 have been complied with in respect of this appointment.
- Any permanent vacancies that occurred in your school after 31st of May 2017 have previously been notified to the Director of the Redeployment Scheme.

Please certify below that these considerations have been satisfied, that you accept it is the responsibility of the school to ensure that this form is completed correctly in order for salary and allowances to be paid to this appointee, and that all relevant sections of this document have been completed and the details therein true and accurate.

Principal/ Chairperson

Date

Once fully completed, this document should be returned to the following address:

Post-Primary Payroll Division,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath

Uninterrupted payment can only be guaranteed if this form is received by Post-Primary Payroll Division by Friday 7th of July 2017