

APPENDIX A

Application Form for Job Sharing

Application Forms/Supporting Documentation should NOT be submitted to the Department of Education and Skills. This Application Form should be fully completed and retained in the school/ETB with any other relevant documentation for record and audit purposes.

Part 1 (A separate form must be completed by each Job Sharing applicant)

Name	
Home Address	
Contact Telephone No.	
E-Mail Address	
PPSN	
Teaching Council Registration Number	
Length of continuous service with current employer	
In case of Fixed Term Teachers, contract end date	
School Name & Address	
School Roll Number	

Part 2 – Options for Job sharing Arrangement

Please indicate which Job Sharing Options you wish to apply for

Please Tick ✓

Application to share a wholetime post with another teacher in the same school

Name of other Teacher: _____

Application to share a wholetime post with another teacher through an Interschool Job Sharing Arrangement (primary schools only)

Name of other Teacher: _____

Name of other School: _____

Roll No of other School: _____

Application to share a wholetime post with a replacement teacher. (The replacement teacher to be recruited by my employer)

Application to reduce hours of teaching that are less than wholetime hours to Job sharing hours and the school is requested to recruit a teacher for the balance of the available hours.

Part 3 – Details of Proposed Job Sharing Arrangement

Proposed start date of Job Sharing Arrangement: _____

Please Tick - v

I, the undersigned:

- wish to apply for job sharing in accordance with the scheme as set out in the *Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools – Edition 2*.
- I consent to the transfer of the personal information provided by me on this application form to the partner school involved in the proposed job sharing arrangement
- I declare that the information which I have given in this Application Form is true and accurate.

Signature of Teacher (Named in Part 1): _____

Date: _____

Part 4 (must be completed by the Employer(s))

NOTE: The following information should be noted before completion. On the basis of the information contained in Part 1 of the completed application form, Employer(s) should determine whether the teachers satisfy the eligibility criteria in accordance with the scheme as set out in the *Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools – Edition 2*.

1. The decision to approve a Job Sharing Arrangement rests solely with the Employer(s)
2. The Employer(s) should inform the teachers of their decision in writing at the earliest possible date but no later than 1st March.
3. If the Employer(s) approves the teacher's application they should
 - (a) complete Part 4 of this application form and retain this in the host school/ETB and
 - (b) list the names of all teachers approved for job sharing on the annual change of staff form/relevant ETB system.

Please Tick - V

I, the undersigned declare:

- that I have examined and approved this Job Sharing Application.
- that the applicant meets the eligibility criteria in accordance with the scheme as set out in the *Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools – Edition 2* and the regulations and procedures set out have been adhered to.
- that I have informed the teacher of the decision in writing.

Name: _____ (In Block Capitals)

Signature of Employer (Host School) _____

Address: _____

Date: _____

I, the undersigned declare:

- that I have examined and approved this Job Sharing Application.
- that the applicant meets the eligibility criteria in accordance with the scheme as set out in the *Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools – Edition 2* and the regulations and procedures set out have been adhered to.
- that I have informed the teacher of the decision in writing.

Name: _____ (In Block Capitals)

Signature of Employer (Other School) _____

Address: _____

Date: _____ *

The second signature is only required in respect of an Interschool Job Sharing Arrangement (primary schools only).

Data Protection Privacy Statement

The main purpose for which the Department requires the personal data provided by you is to process your Job Sharing application. The personal data provided may be exchanged between your employer and the Department. The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html>. Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request