



## Reappointment Form 2020/21

This form is to be completed **only** if this teacher was working an RPT, TWT or CID contract in this school in the 2019/20 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	Mins
Permanent			
Contract of Indefinite Duration			
Regular Part Time			
Fixed Term Wholetime			

Date of Appointment: \_\_\_\_\_

Origin of the Post: \_\_\_\_\_

### Civil Status

11 options that describe a person's relationship in law with another, please tick

- Single
- Married
- Civil Partner
- Divorced
- Co-habitant
- Judicially Separated
- Separated
- Former Civil Partner
- Widowed
- Surviving Civil Partner
- Unknown

If Civil Status is not known "Unknown" is selected until status is determined.

**See next page for definitions**

## Definition of Civil Status (As recognised under Irish national law):

Option	Definition
Single	An individual who has never been married or in a civil partnership.
Married	An individual or two persons of any gender who have registered a marriage with the State.
Civil Partner	An individual who is either of two persons of the same gender who are parties to a civil partnership registration recognised by the State that has not been dissolved or the subject of a decree of nullity.
Divorced	An individual who was previously married and a decree of divorce has been granted by the relevant court under Family Law (Divorce) Act 1996 or is so recognised under Irish law.
Co-habitant	A cohabitant is one of 2 adults (whether of the same or the opposite gender) who live together as a couple in an intimate and committed relationship and who are not related to each other within the prohibited degrees of relationship or married to each other or civil partners of each other.
Judicially Separated	An individual who has been granted a decree of judicial separation under the Family Law Act 1995 or is so recognised under Irish Law.
Separated	An individual who has separated by agreement without having obtained a decree of judicial separation under the Family Law Act 1995.
Former Civil Partner	An individual that was in a registered civil partnership that has been dissolved (other than through the registration of the marriage of a couple previously in a registered civil partnership).
Widowed	An individual that was married and has been predeceased by their spouse and who has not subsequently remarried.
Surviving Civil Partner	An individual that was civil partnered and has been predeceased by their spouse and who has not subsequently entered another civil partnership or married.
Unknown	This field is used when the current civil status of a member is not known and cannot be readily established. This field is only used until the civil status is determined.

### 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

Once fully completed, this document should be returned via e-mail to the relevant person who deals with your school

You may contact Post Primary Payroll Division via email at [PPPayroll@education.gov.ie](mailto:PPPayroll@education.gov.ie)

**Uninterrupted payment can only be guaranteed if this form is received by Post-Primary Payroll Division by**

**Friday 3rd of July 2020**

### 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 29th of May 2020 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

### Data Protection Privacy Statement

The **main purpose** for which the Department requires the personal data provided by you is the payment of wages. It is also necessary for the payment of pension at retirement. The personal data provided may be exchanged with your school in respect of your appointment as required by your contract; the Teaching Council, where appropriate, in respect of the status of your registration, the Revenue Commissioners, the Department of Employment Affairs and Social Protection., the Department of Public Expenditure and Reform as required by law; and any other bodies whom you have instructed to arrange for voluntary deductions to be made from your wages. The privacy notice outlining further information in relation to this form can be found at [www.education.gov.ie](http://www.education.gov.ie) Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's 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 and privacy notice are also available in hard copy from the address below upon request.