

APPLICATION FORM FOR ACCESS TO THE SUPPLEMENTARY PANEL FOR ELIGIBLE FIXED TERM/TEMPORARY (INCLUDES SUBSTITUTE) AND PART-TIME PRIMARY TEACHERS FOR THE 2018/19 SCHOOL YEAR

NOTE: Part 1 of this form must be completed in full by applicants for all panels.

Part 2 of this form must also be completed by applicants for the Educate Together or An Foras Pátrúnachta National Panels.

Part 3 of this form must be signed by all applicants.

Part 4 of this form should be completed by all applicants

Part 1

1. Panel Details

Name of Panel : _____

Insert Catholic, Church of Ireland, Educate Together or An Foras Pátrúnachta.

Panel Area: _____

(For Catholic or Church of Ireland Diocese Panels insert Name of Diocese/United Diocese e.g. Catholic Diocese of Cloyne/ United Dioceses of Meath & Kildare. For Educate Together or An Foras Pátrúnachta, leave blank)

The name of the panel must be the panel area where the majority of teaching service was given in the calendar year 2017 or the panel area where you are currently teaching provided you are contracted (as a minimum) to teach from on or before 8 December 2017 to the end of the 2017/18 school year.

2. Teacher Details

Teacher's Name : _____ **PPSN:** _____

Teaching Council Registration Number: _____

(A copy of your Teaching Council Confirmation of Registration letter (available through your teacher's login on the Teaching Council website) and/or Statement of Competence / Droichead Form D, showing the date of probation must be attached to this form)

Contact Phone No. : _____

E-Mail Address : _____

Training College : _____

3. Irish Language

- Tick this box if you **have** a particular interest in being redeployed to a school that operates through the medium of Irish
- Tick this box if you **do not have** a particular interest in being redeployed to a school that operates through the medium of Irish

4. Teaching in a Special School

- Tick this box if you **have** a particular interest in being redeployed to a special school*
- Tick this box if you **do not have** a particular interest in being redeployed to a special school*

(*this relates to special schools which operate under the patronage of your panel operator; the expression of interest does not extend to a special class in an ordinary school)

5. School Details

The school used for panel purposes must be in the panel area that you are applying for, i.e. either the school where the majority of your teaching service during the calendar year 2017 was given or the school where you are contracted (as a minimum) to teach from 8 December 2017 to the end of the 2017/18 school year

Roll No: _____ School Name : _____

School Address: _____

School Phone No. : _____

6. Contract Details

(a) I currently hold a fixed-term/substitute/part-time contract until the end of the 2017/18 school year
Yes No

If you have answered Yes at (a), please complete (b) below:

(b) I am contracted to teach in a fixed-term/substitute/part-time (delete as appropriate) position in:

School Name: _____

School Roll No: _____

from (date) _____ to (date) _____

7. Salary Eligibility Requirements

(Please complete (a), (b) and (c) below)

(a) I am currently working as a full-time / part-time (delete as appropriate) teacher. I confirm that I meet the salary eligibility requirements as set out in Part 2, Point 2 of Circular 0068/2017

If you are working as a part-time teacher, please provide your average weekly part-time hours for the calendar year 2017: _____

(b) Has your salary scale point has been affected by any of the following. Please tick the appropriate box below.

a) previous teaching service in a permanent capacity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) previous post primary teaching service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) teaching service abroad	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) relevant non-teaching experience	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(c) I availed of maternity leave/adoptive leave in the 2017 calendar year
Yes No

Part 2

National Panels

EDUCATE TOGETHER OR AN FORAS PÁTRÚNACHTA NATIONAL PANELS

You should only complete Part 2 if you have applied at Part 1 for access to the Educate Together or An Foras Pátrúnachta National Panels.

Note 1:

Do not complete this section if you are applying for access to a Catholic Diocesan or Church of Ireland/United Diocesan Panel

Note 2:

Applicants completing this section must have completed Part 1

1. I am willing to consider the offer of a post outside the 45km limit of my current school.

Yes No

If you have answered **Yes** above, please place a tick beside the county/counties below in which you are willing to consider the offer of a post.

Carlow	<input type="checkbox"/>	Cavan	<input type="checkbox"/>	Clare	<input type="checkbox"/>	Cork	<input type="checkbox"/>
Donegal	<input type="checkbox"/>	Dublin	<input type="checkbox"/>	Galway	<input type="checkbox"/>	Kerry	<input type="checkbox"/>
Kildare	<input type="checkbox"/>	Kilkenny	<input type="checkbox"/>	Laois	<input type="checkbox"/>	Leitrim	<input type="checkbox"/>
Limerick	<input type="checkbox"/>	Longford	<input type="checkbox"/>	Louth	<input type="checkbox"/>	Mayo	<input type="checkbox"/>
Meath	<input type="checkbox"/>	Monaghan	<input type="checkbox"/>	Offaly	<input type="checkbox"/>	Roscommon	<input type="checkbox"/>
Sligo	<input type="checkbox"/>	Tipperary	<input type="checkbox"/>	Waterford	<input type="checkbox"/>	Westmeath	<input type="checkbox"/>
Wexford	<input type="checkbox"/>	Wicklow	<input type="checkbox"/>				

Please note that the schools in the counties which you have ticked are obliged to offer you a vacancy unless the school opts to use the websites, www.educationposts.ie / www.staffroom.ie, as a means of engaging with the Supplementary Redeployment Panel to seek expressions of interest in a permanent post that falls to be filled from the Supplementary Panel. In such instances it is up to you to express your interest in the vacancy to the school, via the website.

Signature of Teacher : _____

Date: _____

Part 3

Declaration of Applicant

I hereby apply to have my name placed on the above named Supplementary Panel.

1. I have read Circular 0068/2017 and declare that I satisfy the eligibility criteria.
2. I agree to abide by the redeployment arrangements which govern the operation of the Supplementary Redeployment Panel at primary level.
3. I understand and accept that any inaccurate or misleading information supplied by me in completing this application form will invalidate my application for access to the Supplementary Panel.
4. I understand the information provided on this form will be subject to verification by the Department before my name is passed onto the relevant patron for inclusion on the panel. I understand that completion of this form does not entitle me to panel rights and that the final decision for admittance to a panel rests with the relevant patron.
5. I understand and agree that the above contact details will be circulated to relevant bodies and that non-personal information may be published on relevant websites to facilitate my redeployment.
6. I understand that where a school with a permanent vacancy engages with the Supplementary Panel by using a website to seek expressions of interest from teachers on the Supplementary Panel and I am interested in the vacancy, I must submit my expression of interest to the school within the required timeframe. I understand that my place on the Supplementary Panel will not be affected if I opt not to submit an expression of interest to any school filling its vacancy through this process. I understand if I express an interest in a vacancy but am unsuccessful in securing the post, I will remain on the Supplementary Panel.
7. I accept that my name will be removed from the Panel if :
 - **I am not contactable using the details provided in this form**
 - **I fail to respond within three calendar days to any email request for a CV and/or interview by a school**
 - **I refuse to attend for interview within the agreed distance limits**
 - **I fail to respond within three calendar days to any email offer of a post from a school**
 - **I refuse to accept an email offer of a post within the agreed distance limits**
8. I accept that if at any time I allow my Teaching Council registration to lapse, or if I am removed from the Register for any reason, I will be removed from the Panel and that my employment will be terminated with the school to which I am redeployed with immediate effect.
9. I accept that any appointment from the Supplementary Panel will be:
 - subject to medical screening
 - subject to confirmation of qualifications
10. I accept that any appointment arising from this panel will be subject to meeting the required vetting requirements.
11. I accept that any appointment from the Supplementary Panel will be conditional on and subject to the terms and conditions set out in the/any letter of offer from the employing school/employer.
12. I accept that any appointment arising from this panel will be subject to a checking process by the Department at appointment stage in relation to meeting the eligibility criteria and that this checking process may invalidate my proposed appointment.
13. I undertake to notify the relevant Panel Operator and return the Supplementary Panel Update Form (PUF) to the Department if I take up a post for the 2018/19 school year or if I decide to leave the panel for any reason. I understand that if I leave the panel for any reason I cannot be subsequently reinstated.

I confirm that the information I have supplied is true and accurate.

Signature of Teacher : _____

Date: _____

Part 4

Summary Checklist for Teachers prior to submitting the panel form

- I have completed in full each question in Part 1 of the Application Form
- I am applying for the Educate Together Panel or An Foras Pátrúnachta Panel and I have completed Part 2 of the Application Form
- Copy of Teaching Council Registration letter and/or Statement of Competence /Droichead Form D showing the date of completion of post qualification professional practice is attached to the completed Application Form
- I have retained evidence of postage
(Forms posted on or after the closing date will not be accepted)

- Completed applications must be returned to:

Primary Teacher Allocations Section, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath to be received on or before **Friday 8 December 2017**.

- Under no circumstances will application forms be accepted after Friday 8 December 2017.