

## REQUEST FOR SANCTION OF APPOINTMENT OF DEPUTY PRINCIPAL TEACHER

School: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Address: \_\_\_\_\_

### Interview Board:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Dear Bishop Gavin,

The Board of Management of the above school seeks your sanction for the undernoted appointment:

**Successful Applicant:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Mobile Number :** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Training College:** \_\_\_\_\_

**Years of Training:** \_\_\_\_\_

**Post:** Deputy Principal Teacher      **Commencement Date:** \_\_\_\_\_

### As Chairperson of the Board of Management, I confirm that (please tick)

- This Post has been sanctioned by the DES.
- Rules and Procedures as set out in Chapter 4 of DES Circular 0044/2019
- References have been checked by the Selection Board.**
- A copy of teacher's Catholic Religious Education Diploma has been received.**
- The teacher is registered with the Teaching Council.
- Satisfactory Garda Vetting has been submitted by teacher.
- Satisfactory Medical Fitness Certificate has been obtained (if applicable).
- All records in relation to the selection process are in order and will be kept by the Chairperson for a minimum period of eighteen months.

**Signed:** \_\_\_\_\_

Chairperson of Board of Management

**Date:** \_\_\_\_\_