



## Educate Together

# Approval of Teacher Appointments

School: .....

Roll Number: ..... Position:.....

Name of candidate proposed for appointment: .....

As Chairperson of the Board of Management of the above school, I confirm as follows:

1. All Rules and Procedures as set out in the document “Boards of Management of National Schools, Constitution of Boards and Rules of Procedure”, Appendix D, have been properly followed.
2. All requirements in relation to the Educate Together Redeployment Panel have been met, and approval has been given by the Department of Education and Science to advertise the above post.
3. To the best of my knowledge and belief, there were no undeclared interests among any of the members of the Selection Board.
4. To the best of my knowledge and belief, there were no conflicting interests between any member of the Selection Board and any candidate for the position.
5. All documentation in relation to the selection process is in order, will be stored confidentially, and will be available for inspection if required by law for a minimum of one year.
6. The Selection Board has conscientiously checked the references of the successful candidate and satisfied itself that the candidate is a fit person to be appointed. (When Garda vetting is available, this will include, but not be restricted to, such vetting).
7. Each individual member of the Selection Board has formally undertaken to keep the business of the Board confidential at all times, unless required to do otherwise by a legal process.
8. The Members of the Selection Board, as individuals and as a Board, have performed their required duties properly, in keeping with the Rules and Procedures set out in the document “Boards of Management of National Schools, Constitution of Boards and Rules of Procedure”, Appendix D
9. The Board of Management has formally approved the appointment of the above named teacher to the above position, and this decision has been minuted by the Board of Management at its meeting on:

.....(insert date of Board Meeting

Signed: .....

Date: .....

Chairperson, Board of Management

Please add Name IN CAPS.....