

APPLICATION FORM FOR JOB SHARING

PART 1 (must be completed by the two job sharing teachers)

	1st Teacher	2nd Teacher
Name		
Home Address		
Contact Telephone No.		
E-Mail Address		
PPS No. (formerly known as RSI No.)		
Teacher Number		
School Name & Address		
State base school, if inter school job sharing arrangement		
School Roll Number(s)		

PART 2 – Details of Proposed Job Sharing Arrangement

- Proposed start date of job sharing arrangement: - -
- Proposed duration of job sharing: _____

I certify that the information which I have given in this Application Form is true and complete. I have read the conditions under which a job sharing arrangement is granted (Primary Circular 11/03 refers) and I agree to abide by these conditions.

I understand that any incorrect or inaccurate information supplied in this form shall render the job sharing arrangement null and void.

SIGNATURE OF 1st TEACHER:

SIGNATURE OF 2nd TEACHER:

Date: - -

Date: - -

PART 2 (must be completed by the Board(s) of Management)

NOTE: Only applications which have been approved by the Board of Management should be forwarded to the **Primary Payments Section, Department of Education and Science**. Applications must be lodged with the Department before **10th June**.

The following information should be noted before completion.

1. On the basis of the information contained in Part 1 of the completed application form, the Board(s) should determine whether the teachers satisfy the eligibility criteria as set out in Primary Circular 11/03 Section 5.
3. The decision to approve a job sharing arrangement rests solely with the Board(s) of Management. The Department of Education and Science will only rescind a Boards' decision if the eligibility criteria have not been satisfied.
4. The Board(s) of Management should inform the teachers of their decision in writing at the earliest possible date but no later than 1st June.
5. If the Board(s) of Management approves the teacher's application, they should complete Part 2 of this application form and forward to: Primary Payments Section, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath to reach the Department before 10th June.
6. The Board of Management may employ a fully qualified temporary teacher as a replacement for the job sharing teacher in accordance with the revised procedures for appointing temporary teachers as outlined in the Board(s) of Management of National Schools – Constitution of Boards & Rules of Procedure (current edition). The post may only be filled in a temporary capacity if it still warranted in the school.
7. Board(s) of Management will only be notified in writing by the Department if difficulties arise in relation to eligibility of applicants or in relation to the replacement teacher.

The Board of Management, having examined the Job Sharing Application, is satisfied that the teachers applications are approved. The teachers have been notified of this decision accordingly in writing.

Signature of Chairperson: _____ Date: - -

Address: _____

_____ Contact Tel. No. _____

The second signature is only required in respect of intra school job sharing:

Signature of Chairperson: _____ Date: - -

Address: _____

_____ Contact Tel. No. _____