



Primary Re-appointment Form 2023/2024

This form is to be completed **only** if this teacher was working an RPT, Temporary or fixed term Contract in this or another school in the 2022/23 school year.
All sections, except Office use only, must be completed.

Teachers who held Substitute positions in the 2022/23 school year must complete the longer New Primary Teacher Appointment form 2023/2024.

Teacher Details

PPS Number:

Payroll Number:

First Name:

Surname:

Phone No.:

E-mail:

Tick if you would like to receive your
correspondence through Irish

School Details

Roll Number:

School Name

e-mail

Phone No.

Employment Details:

Contract Type:

(Permanent, CID, Fixed-Term Whole-Time, Fixed-Term Part -Time)

Hours:

Minutes:

Type of Post:

(E.g. Principal, Mainstream Class Teacher, SET, Specialist Subject)

Teaching Council Details

Tick to certify that you are currently registered with
The Teaching Council for Primary Teaching

Start Date of Appointment:

End Date: (if known)

If you are not registered you cannot complete this form.

Teaching Council No.

Note: It is your responsibility to ensure your registration is in order,
renewed on time and kept up to date. You cannot be paid for any period
that you are not registered or have allowed your registration to lapse.

Bank Details.

Please complete the form available online below if your bank
details have changed.

<https://www.gov.ie/en/form/48283-change-of-bank-details/>

Origin of the Post:

Name of Teacher(s) being replaced:

Change of Address.

Please notify payroll if your correspondence address has changed.

To ensure this appointment is set up for payment in September
2023 this form must be received completed by Friday 7th July 2023

Please submit completed forms using **only one** of the below options, quoting School roll Number on all correspondence:
Post: Primary Teacher Payroll Section, Department of Education, Cornamaddy, Athlone, Co Westmeath N37 X659
Or submit electronically using our eContact form available online at <https://dessurveys.education.gov.ie/surveys/Payroll-Query-Form> (pdf format only. Photos will not be accepted under any circumstances.) You will receive an email confirmation.

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 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. In addition to collecting personal data for the purposes of payroll processing some personal data provided by newly appointed Principals and Deputy Principals may be exchanged with the Department funded Teacher Education Support Services for the purposes of planning and providing continuing Professional Development supports to Principals and Deputy Principals. The privacy notice outlining further information in relation to this form can be found at 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.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notices/> Details of this policy and privacy notice are also available in hard copy from the address below upon request.

Teacher's Declaration

1. I the undersigned declare that the information recorded in this document is true, accurate and complete. I understand that I am responsible for the accuracy of the information & that if I wilfully suppress any information I risk the loss of appointment.
2. I confirm that, in accordance with the requirements of Garda Vetting Circular 0031/2016, I have provided the school authority with a child protection related statutory declaration which was made in the current or the previous calendar year.
3. I confirm to the school authority that since the date on which I signed that statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable persons in which I would be placed by virtue of my appointment to a teaching post in this school.
4. I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the school authority of relevant changes that may affect my suitability, from a child protection perspective, will constitute a breach of my contract of employment and may be grounds for summary dismissal by the school authority.
5. I am aware that I am not now, or in the future, required to disclose to a school authority details of any convictions regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 but that, in accordance with Section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.
6. I will refund to the Minister for Education any monies to me which are not properly payable. I agree to comply with the Department's Overpayment Policy as outlined in Circular 84/2015 in this regard.
7. I understand that upon receipt of all relevant documentation in the Department it may take 8 weeks before payment is made to me. This is due to completion of the payroll process and if this document is returned incomplete that I will not be paid salary until after a fully completed form is received and processed by the Department.

Teacher Signature:**Date:****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.
- I accept that it is the responsibility of the school authority to ensure that this form is correctly completed in order for salary and allowances, where applicable, to be paid to the appointee.
- I have verified that the appointee is currently registered with the Teaching Council.
- In respect of new one year fixed-term contracts being offered for the 2023/24 school year, or a new CID contract, I certify that the terms of Circular 0023/2015 have been complied with.
- I have received confirmation of fitness to teach in respect of the proposed appointee from the Occupational Health Service.
- I verify that the proposed appointee has qualifications suited to the purpose of the post and meets the criteria for which s/he is proposed (Refer to Circular 31/2011, 25/2013 & 52/2013)
- I verify that the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and Garda Vetting Circular 0031/2016 have been met in respect of this proposed appointee.
- I confirm that this appointment is in accordance with the terms of Circular 0006/2023 Staffing Arrangements in Primary schools for the 2023/2024 school year. 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.

Is this Teacher taken from a Redeployment Panel: Yes? No

- If no, please state the reason why?

Signature:**Date:****(Principal / Chairperson BOM)**

In the Case of the appointment of a Principal Teacher please ensure that the form is signed by the teacher and countersigned by the Chairperson of the Board of Management.

The Section below is for Department of Education Use Only:

		Pay Issue :	
Contract Type	Perm <input type="checkbox"/> Temp <input type="checkbox"/> RPT <input type="checkbox"/> CID <input type="checkbox"/>	Appointment From Panel <input type="checkbox"/>	
Pay Multiplier		End Date: (if applicable)	
Contract Start Date:		Registered with Teaching Council	Qualified Date: Route:
Staffing Allocation		Posts Filled to Date	
Position Code & Scale Point (0008/2228)		Pay scale reviewed on: New /Increment Date:	
Allowances (if Any) Principal/DP (Position Point)		Start Date: End Date:	
Other Notes:			
Processed By:		Date	
Checked By:		Date	