

# Form A



## Appeal Form for Appointment to Permanent Post-Primary Principal and Deputy Principal Appointments

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### SECTION A – Personal Details

Name: \_\_\_\_\_

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

Contact Telephone Number: \_\_\_\_\_

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

### SECTION B – School/ETB Details

School/ETB: \_\_\_\_\_

School/ETB Email Address: \_\_\_\_\_

School/ETB Roll Number: \_\_\_\_\_

### SECTION C – Notice of Appeal

I hereby give notice of an appeal against the decision regarding the permanent appointment to the post  
of \_\_\_\_\_

Note: A separate appeal form should be used in the event of more than one competition.



## SECTION D – Grounds for Appeal

Tick the relevant ground(s) for appeal and enter information to be considered in the text box below.  
The total number of words allowed across the entire appeal is 1,000.

An appeal may only be lodged on one or more of the following grounds in relation to an alleged breach of the procedure:

- (i) Non-placement of the advertisement on the national website as comprehended by Circular 20/2012 for the advertising of Principal and Deputy Principal positions
- (ii) The recommended candidate does not have the required qualified service to be appointed in accordance with the relevant Department circulars
- (iii) Composition of the Interview Board
- (iv) A computational error in the Interview Board's summary marking sheet of the appellant and this error makes a material difference to the outcome
- (v) A departure from the selection criteria as specified in the application form
- (vi) A departure from the marking scheme as notified to the interviewees prior to the interview

Information to be considered (max 1,000 words):



## **SECTION E – Supporting Documentation**

Supporting documentation must be forwarded in a separate email to the School/ETB. All supporting documentation must be sent to the relevant School/ETB email address prior to the closing date.

**List the supporting documentation you are sending:-**

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

## **SECTION F – Confirmation of Payment of Appeal Fee**

I confirm that I have paid the Appeal Fee (€100 per appeal lodged) prior to the Appeal Date

Please enter the Transaction Number provided to you for the payment of the Appeal Fee, if

relevant: \_\_\_\_\_

Note: Non-payment of Appeal Fee prior to Appeal Date will result in the Appeal not being processed.

## **SECTION G - Confirmation of Receipt of Appeal**

You will receive a confirmation email when your Appeal Form has been received by the school.