



**Management Response Form to an Appeal regarding an Appointment to a Permanent Post-Primary Principal/Deputy Principal Position**

**SECTION A – Personal Details of Appellant**

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

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

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

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

**SECTION B – School/ETB Details**

School: \_\_\_\_\_

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

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

**SECTION C – Grounds for Appeal**

Tick the ground(s) for appeal the appellant has selected:

- (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

## **SECTION D – Management Response to Appeal**

Enter the management response to the appeal lodged in the text box below.

Note: The total number of words allowed is 1,000.

## **SECTION E – Supporting Documentation**

List the supporting documentation you are sending:-

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

Please note: Supporting documentation received from the appellant and from the school as part of the management response must be forwarded by the School/ETB to the Adjudicator.