

## Appendix E

Form MPF

### Application Form for Permanent and CID Holding Teachers' Access to the Main Redeployment Panel

NOTE : Part 1 or 2 of this form should be completed in full by the teacher only.

Part 3 (if applicable) and 4 of the form should be completed by the Chairperson of the Board of Management.

#### **Part 1** (for completion by eligible teacher)

#### Eligibility for Panel Rights

Name of Panel which your current school has access to : \_\_\_\_\_

(Insert Name of: Catholic Diocese, C of I/Presbyterian United Diocese, Educate Together, An Foras Patrúnachta or Special National Panel) e.g. Dublin Catholic Diocese

Teacher's Name : \_\_\_\_\_ PPSN : \_\_\_\_\_

Teaching Council Registration Number : \_\_\_\_\_

Postal Address : \_\_\_\_\_

Contact Phone No (include mobile) : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_ (Compulsory – form will be returned if left blank)

Training College : \_\_\_\_\_

1. Please tick **ONE** of the following boxes if eligible. (Teachers can check their registration status online under Registered Teacher Login @ [www.teachingcouncil.ie](http://www.teachingcouncil.ie) or by contacting the Teaching Council, tel. 1890 224224 or 01 6517900 or email [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie))

#### Primary Qualified

I hold full registration (I am registered without conditions) with the Teaching Council under section 31(5) of the Teaching Council Acts, 2001, regulation 2 / 'primary'

Or

I am registered with conditions under section 31(5) and I expect to meet in full the conditions of my registration under Regulation 2/Primary on or before 31 August 2013.

#### Montessori/Primary/Special Needs Qualified

I hold full registration (I am registered without conditions) with the Teaching Council under section 31(5) of the Teaching Council Acts, 2001, regulation 3 / 'Montessori and Other'

Or

I am registered with conditions under section 31(5), regulation 3 and expect to meet in full the conditions of my registration on or before 31 August 2013.

#### Teachers automatically registered in 2006

I am registered with the Teaching Council under section 31(2) and 31(3) of the Teaching Council Acts, 2001 as 'Primary / Montessori and Other' (circle as appropriate) and I am fully qualified having satisfied all shortfalls, if any, identified by the Department of Education and Skills.

Or

I am registered with the Teaching Council under section 31(2) and 31(3) of the Teaching Council Acts, 2001 as 'Primary / Montessori and Other' (circle as appropriate) and I have outstanding shortfalls identified by the Department of Education and Skills.

**School name and address :** \_\_\_\_\_

**Roll No.:** \_\_\_\_\_ **School Phone No. :** \_\_\_\_\_

**Chairperson's Name :** \_\_\_\_\_

**Contact Address :** \_\_\_\_\_

I hereby apply to have my name placed on the above named Main Panel.

I am satisfied that I am the most junior eligible permanent teacher/CID holder in the school / I have volunteered to exchange panel rights with the most junior eligible permanent teacher in the school with the consent of the school Patron (delete as appropriate).

I agree to abide by the redeployment arrangements which govern the operation of the main redeployment panel at primary level including the changes being implemented for the 2013/14 school year.

I understand and agree that the above contact details will be circulated to relevant bodies and that non-personal information may be published on relevant websites to facilitate my redeployment.

I understand that my name will be removed from the Panel if I am not contactable using the details given above.

I understand that my name will be removed from the panel if I fail to respond to any request for interview by a school including such requests by email.

I accept that my name will be removed from the Panel if I refuse to accept a post within the distance limits.

I understand that where I allow my Teaching Council registration to lapse, or am removed from the Register for any reason then I will be removed from the Panel.

I have read and understand the Important Information for Teachers at the bottom of this form.

I accept that any appointment arising from this panel will be subject to vetting.

**I confirm the information that I have provided for this application to be true and accurate.**

**Signature of Teacher :** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Part 2** (for completion by eligible teacher if relevant)

***To be completed only if applying for any National Panel, i.e., Educate Together, An Foras Patrúnachta, Special Panel.***

I am willing to consider the offer of a post outside the 45km limit of my current school.

Please circle Yes or No

If you have circled yes above, please also circle any of the counties listed below in which you are willing to consider the offer of a post.

*Carlow, Cavan, Clare, Cork, Donegal, Dublin, Galway, Kildare, Kilkenny, Kerry, Laois, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Tipperary, Waterford, Westmeath, Wexford, Wicklow*

Please note that schools with vacancies in counties which you do not circle and that are more than 45 km from your base school are not obliged to offer you a vacancy unless otherwise required under redeployment arrangements.

**Signature of Teacher :** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Part 3** (for completion by Chairperson, if relevant)

#### **Ineligibility for Panel Rights**

If the teacher affected by the suppression of a permanent post is ineligible for panel rights, it is vital to notify both the teacher and the Department of the position. Please provide the identity of the teacher affected below.

**Teacher Name:** \_\_\_\_\_

**PPSN:** \_\_\_\_\_

**Signature of Chairperson :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Part 4** (for completion by Chairperson)

I am satisfied that the information in part 1 and 2 or part 3 of this form, as appropriate, is accurate.

In relation to part 1 or 2, if relevant, I hereby approve of the teacher's application for inclusion on the above named Main Panel as indicated therein by the teacher.

In relation to part 3, if relevant, I confirm that I have informed the teacher identified that his/her post has been suppressed, that he/she is ineligible for panel rights and that his/her salary will cease at the end of the current school year i.e. 31 August.

**Signature of Chairperson** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Contact Phone No :** \_\_\_\_\_ **E.Mail Address :** \_\_\_\_\_

(the chairperson's contact details will be circulated to relevant bodies to facilitate the teacher's re-deployment if eligible)

**IMPORTANT INFORMATION FOR TEACHERS**

1. If eligible for access to the main panel, please complete this Main Panel Form and return to Primary Allocations, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath within the timeframe outlined in Circular 0013/2013. This is an important requirement for your employment rights and lost or late forms will jeopardise your panel rights. Teachers are therefore strongly advised to retain a copy of the form and evidence of postage.
2. The arrangements for the operation of redeployment panels at primary level will be published on the Department website at the time of publication of the redeployment panels. Your application for inclusion on the panel will be based on the existing redeployment arrangements as adjusted by the improvements outlined in Circular 0013/2013 and relevant FAQ information published on the Department's website. The Department will provide a regular update of the number of teachers on each panel.
3. Queries in relation to your redeployment should be emailed to [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie). To expedite a response, please provide your PPSN and current school roll number.
4. In the event that you are placed on the redeployment panel and either accept the offer of a post, defer or seek exemption from the panel, please submit a completed Panel Update Form (PUF). Panel Update Forms can be printed directly from [www.education.ie](http://www.education.ie) under Education Personnel – Primary – Teacher Allocations. The Patron of your school must be notified when this Panel Update Form (PUF) is being returned. Your decision to leave the Panel cannot be reversed and must therefore be considered carefully. Other than when seeking a maternity exemption, it is advisable to possess a written/email offer of employment before making a final decision.
5. Once your name has been placed on the panel, please note that you must be contactable at all times at the email address and other contact details which you have given on this Form. If you change email address or other contact details, you must notify Primary Allocations Section immediately. You must respond promptly to offers from Boards of Management which can also be given by email and within the timeframes set out in the published redeployment arrangements. Refusal of offers must be given in writing or by email to Boards of Management. Failure to comply with these and any other agreed arrangements as published will result in forfeiture of your panel rights.
6. The information provided on this form will be subject to verification by the Department before your name is passed to the relevant patron for inclusion on the Panel. Accordingly, please note that completion of this form does not automatically confer panel access and the final decision to admit a teacher to a panel rests with the relevant patron.