



Junior, Leaving Certificate Applied and Leaving Certificate Examinations, 2017
FORM OF APPLICATION FOR APPOINTMENT AS EXAMINER (WRITTEN) ONLY.

1.

Home address (normal address during term time).

Address for correspondence from 1 June 2017 –
31 August 2017 (if different to home address)

Name	Name
Address	Address
.....
.....

Nearest Town _____ Distance Km

Other names _____

Current PPSN

Date of birth _____

Previous PPSN. If any

Teaching Council Reg No:

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Renewal date:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Phone No Home _____ Work _____ Mobile _____

E-mail Address _____

2. Subjects and level in order of preference in which you wish to be considered for appointment

	<u>EXAMINATION</u>	<u>SUBJECT</u>	<u>LEVEL</u>
A	_____	_____	_____
B.	_____	_____	_____

3. Are you competent to examine through Irish and willing to do so if required? Yes No

4. If required, would you be prepared to accept an appointment at a higher level than you have indicated above.

Yes No

5. (a) Name and address of school in which you are currently teaching : _____

Present Status (Full/Part-time, Substitute, Unemployed) _____ Date commenced _____

School Roll No. _____

(b) If (a) does not apply, please state the year and school in which you previously taught: _____

6.

PREVIOUS EXPERIENCE AS EXAMINER			
Examination	Year	Subjects	Level if applicable

7.

QUALIFICATIONS						
Qualification	Name of University	Degree obtained	Year	Pass/Honours	Final Year Subjects	First Year Subjects
Primary Degree						
Other Degree(s)						
Diploma(s)						

8. **TEACHING EXPERIENCE** Number of years teaching experience (including the current year) = years

Subjects currently being taught										Subjects taught in previous years								
Subject	No of hours per week	Level of course being taught (please TICK the appropriate boxes)								Subject	No. of years taught							
		Junior Cert				Leaving Cert/LCA					Junior Cert				Leaving Cert/LCA			
		HL	OL	FL	CL	HL	OL	FL	CL		HL	OL	FL	CL	HL	OL	FL	CL

9. Any additional information which may be relevant to your application e.g. private tuition given to examination candidates.

Please give details _____

10. If employed, but not teaching please give details. _____

11. Have you an immediate relative doing the Junior, LCA or Leaving Certificate Examinations in 2017? Yes No

Full Name	School	Date of Birth	Examination

12. (a) If you have retired, please state date of retirement. _____

(b) Did you retire under the Early Retirement Scheme for teachers? Yes No

If yes, under which strand did you retire? Strand 1 Strand 2 Strand 3

(c) Are you in receipt of a disability pension? Yes No

CERTIFICATE OF APPLICANT

I certify that the particulars given are correct and I will notify any changes to the SEC. I acknowledge that the SEC reserves the right to verify all of the information provided on my application form including my qualifications. I will not be undertaking any other work during the marking period. Should I be offered and accept an appointment as Examiner, I will carry out, to the best of my ability, all rules and instructions issued for my guidance by the State Examinations Commission.

Usual Signature _____ Date _____

Warning

Applicants should note that all applications will be considered fairly and impartially by the State Examinations Commission. Canvassing will disqualify.

INFORMATION FOR APPLICANTS

The application form, fully completed should be addressed to “Examiners Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath” and should reach the SEC not later than **31 January 2017**.

Conditions governing appointment as an Examiner which is defined as a contract for service are:-

1. Examiners will be required to give **their full time** to the work during the marking period. In the case of **written examiners** this normally extends for a period of approx **26 days from the date of the conference**. Conferences will be held in the period from 13th June to 14th July 2017 approx.
2. All payments on foot of this appointment will be made through an electronic money transfer system (i.e. Paypath). We will collect your bank details at a later stage. It is not possible to arrange payment other than to a bank account, therefore acceptance of payment to a bank account is a condition of employment.
3. The SEC reserves the right to verify all of the information provided on the application form including the qualifications.
4. Appointment as Examiner in any given year does not confer the right to an appointment in subsequent years.
5. If you fail to comply fully with the SEC’s Instructions or if you act in a way which jeopardises the security or integrity of the examinations or if you act in a way which jeopardises the performance of the candidates, you are liable to be dismissed and you may also be refused any future appointment. If you are dismissed, you shall have no claim whatsoever against the SEC for remuneration or expenses.

Notes

1. Travelling expenses and subsistence allowances paid to an examiner will be in accordance with Department of Finance regulations. All approved expenses paid to contract staff engaged on the 2017 examinations will be in accordance with published public service rates and will not be subject to any deductions. Applicants should note that the public service subsistence rates and qualifying distances changed with effect from 1st July 2015. Further information is available from the *Information for Contract Staff* Section of www.examinations.ie
2. Postage must be paid on all applications.
3. An Irish version of this form is available on request from the SEC.
4. Failure to quote P.P.S. (R.S.I.) number or complete all questions on this form will result in your application being returned for completion and it may be subsequently treated as a late entry if received after the closing date.
5. Appointments will be issued on an ongoing basis until the 14th July 2017.

The following persons will not be eligible to examine for the State Examinations Commission:

- (a) **Teachers who have taken early retirement under strand 1 of the Early Retirement Scheme for teachers**
- (b) **Teachers who are on paid statutory maternity leave at the time of conferences and marking period.**
- (c) **Teachers who are on paid/unpaid sick leave.**
- (d) **Teachers on suspension or administrative leave.**
- (e) **Teachers in receipt of a disability pension.***

* **Applications from teachers in receipt of disability pension will be considered on receipt of a completed medical report form. This form is available on request from (090) 6442735/6**

Data Protection

The State Examinations Commission (SEC) is registered data controller with the Office of the Data Protection Commissioner. The personal information provided in this application form shall be processed in accordance with the provisions of the Data Protection Acts and solely processed for the purposes of administering your application, and if applicable, to effectively administer any subsequent appointment to undertake the temporary functions associated with the running of the state certificate examinations.

Your personal information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements or where an organisation is acting on our behalf.

You have the right to request access to your personal data as well as the right to rectify and where applicable, erase any inaccurate, incomplete or immaterial personal data processed by the SEC.