

**Circular 0007/2014: Application for part-time Resource teaching posts 2014/15 school year**

**Note:** To be completed only by those schools that are unable to access their NCSE approved resource hours from the network of full-time Resource Base post(s) already allocated to either their school (if any) and to neighbouring schools.

[Click here for FAQ re completion of this form](#)

<b>School Name:</b>	<b>School Roll Number:</b>	
	<b>School Phone Number:</b>	
<b>School Address:</b>		
<b>School email Address:</b>		

**Return completed form to:**  
**Primary Allocations Section, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath.**

Prior to submitting an application form you are required to contact your 5 nearest schools that have been allocated resource base posts to see if they have any available surplus capacity. [Click here for updated list of these schools in Appendix C \(Circular 0007/2014\)](#)

Insert details of <u>your 5 nearest schools with Resource base posts</u> that you have contacted for access to any surplus capacity in their resource posts for the 2014/15 school year and outcome of same		
School Name	Roll Number	Surplus capacity made available to your school
		hours
		hours
		hours
		hours
		hours

Total NCSE approved allocation of resource hours for the 2014/15 school year to your school	How much of your NCSE approved allocation is met from resource post(s) (if any) based in your school?	How much of your NCSE approved allocation is met from surplus capacity in resource base post(s) in the above 5 schools?	What is the balance of hours which you are now seeking as part-time hours for the 2014/15 school year?
hours	hours	hours	hours

**Declaration**

I declare that the above information is correct.

\_\_\_\_\_  
Principal / Chairperson B.O.M.

Roll No. \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Under the terms of Circular 0007/2014 a school is not permitted to employ a fixed term or part-time teacher to cover NCSE approved hours until they have received written sanction from the Department's Primary Teacher Allocations Section.