

7. Other employment details:

Years	Name and address of employer	Position with that Employer

8. Relatives sitting the Certificate Examinations:

If you have an immediate relative i.e. son, daughter, brother, sister or grandchild sitting the Certificate Examinations in 2024, please place an X in the appropriate box (es) and provide school details:

Leaving Certificate ☐ Junior Cycle ☐ Leaving Certificate Applied ☐

School Roll No.	School Name & Address

9. Superintending through Irish:

If you are competent and willing to discharge the duties of Superintendent through Irish in an all-Irish school/centre, at the 2024 or future examinations, place an X here: ☐

10. Qualifications: Complete the table below-**Diploma/Degree(s) details**

Year of Award	Degree/Diploma	Name of University / College

P.G.M.E / H.Dip in Education details

Year P.G.M.E / H.Dip was obtained	Name of University / College

11. Other Skills: If you have a foreign language or computer skills please state the language(s) or skills:

12. Previous superintending: Have you been appointed previously as a Superintendent by the State Examinations Commission?

Yes ☐ No ☐

If Yes, please provide details of your most recent appointment as a Superintendent at the Certificate Examinations.

Year	School Roll No.	School Name & Address

13. Declaration of Applicant:

- I confirm that I have read both the “Conditions of Appointment as Superintendent at the State Examinations” and “Notes for the Information of Applications/Appointees” and all sections of the form are fully and accurately completed. (Incomplete forms may lead to non-processing of applications without notification).
- I certify that the particulars given in this form are correct and that, should I be offered and accept an appointment as Superintendent, I will not undertake any other work during the period of my appointment. I will abide by all rules and instructions issued to me by the State Examinations Commission (SEC).
- I declare that I am a suitable person, capable and competent to undertake the position of Superintendent. I further declare that there is, to my knowledge, nothing that would interfere with, impede or prevent me from fully discharging the range of duties associated with the role of Superintendent to the required standard, nor is there any other reason why I should not take up this post.
- I acknowledge that the SEC reserves the right to verify all of the information provided on my application form including my Teaching Council registration number.
- I confirm that the SEC have the right to verify with any of my current and previous employers that I am a suitable, capable and competent person to act as a Superintendent. There is no longer a requirement to get a school Principal to sign off this application.
- I acknowledge that the SEC are processing my personal data as required for the purposes of this application and in the course of any subsequent appointment.
- I confirm that the term time Eircode/Address provided is my address from September 2023 to June 2024.
- I confirm that the information I have given is correct and that I will notify the SEC of any changes to it.

Signature: _____

Date: _____

Checklist

Please ensure that all sections of the Application Form is complete.

Note numbers below reflect relevant sections in this application form.

1. PPS number
2. Forename/Surname/Date of Birth
3. Address, contact details, Mobile Phone Number. etc
4. Teaching Council Registration Number/Renewal Date
5. Employment details
6. Teaching experience
7. Other employment details
8. Relatives sitting the Certificate Examinations
9. Superintending through Irish.
10. Qualifications
11. Other Skills
12. Previous superintending
13. Signature of Applicant & Date for Declaration.

NB: Closing date for receipt of Applications in SEC is 09 February 2024.

NOTES FOR THE INFORMATION OF APPLICANTS/APPOINTEES

Training will be provided to all new appointees including those who have not superintended in the past three years.

1. **Teaching Council Registration – Refer to “CONDITIONS OF APPOINTMENT AS SUPERINTENDENT AT THE CERTIFICATE EXAMINATIONS”.**
2. Applicants should note that they may perform the duties of both superintendent and written examiner.
3. Applicants are no longer required to have the form signed and stamped by the Principal of a second level school.
4. If retired, applicants should indicate on the application form what scheme they retired under as follows:

Retirement Codes;

(1) Strand 1	(2) Strand 2	(3) Strand 3	(4) Disability**
(5) Voluntary over 55 (33yrs service)	(6) Compulsory (over 65)	(7) 1988 Redundancy Scheme	(8) No Category

(Note if you have retired under Strand 1 of the Early Retirement Scheme for teachers you are not eligible to apply).

5. Applicants giving incorrect information will be disqualified.
6. The application should be emailed to superintendents@examinations.ie or addressed to “Superintendents Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath”, to arrive not later than the 09 February 2024. Claims of postal loss or delay must be supported by a Certificate of Posting. **Postage must be paid on all applications.**
7. Applications received after the closing date may be considered for appointment on reserve panels.
8. It is proposed to issue letters of appointment to successful applicants by end of March, and notification of centre in mid-May.
YOU SHOULD TAKE NOTE OF THESE DATES.

9. Data Protection

The State Examinations Commission (SEC) is a registered data controller with the Office of the Data Protection Commissioner. Your Personal data will be processed in accordance with the provisions of the Data Protection Acts.

The SEC will process this data for the purposes of the administration of your application to a contract staff position with the SEC.

We will also retain your details and may use these details from time to time to contact you to advise you of recruitment opportunities with the State Examinations Commission.

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.

Details on the State Examinations Commission Data Protection Notice can be located on our website <https://www.examinations.ie/data-protection/>

10. The SEC will consider all applications fairly and impartially in line with the requirements of the role of superintendent.

CONDITIONS OF APPOINTMENT AS SUPERINTENDENT AT THE CERTIFICATE EXAMINATIONS

1. Appointment to the position of Superintendent will be regarded as a contract of service. You must be free from other commitments during the entire period of the examinations i.e. from the 4th to the 25th of June (which may include Sunday 16th of June). Requests for leave of absence for an occasional day, part of day or days during the examinations will not be considered.
2. Normally only teachers at second level will be considered for appointment.
3. The following persons will **not** be eligible for appointment or to undertake the duties of the superintendent-
 - (a) School Principals and/or Deputy Principals who are required by the school authorities to remain in school.
 - (b) Teachers in receipt of disability pension** or who have taken early retirement under Strand 1 of the **Early Retirement Scheme for Teachers**.
 - (c) Teachers who are on paid Statutory Maternity Leave during the period of the examinations or who are on paid/unpaid Sick Leave.
 - (d) Teachers who are on Suspension/Administration Leave.
 - (e) Teachers not registered with the Teaching Council (see 4 below).

**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) 6442789/2790/2792/2892/2893 or E-mail; superintendents@examinations.ie or at www.examinations.ie.

4. Teaching Council Registration

It is now mandatory that all those undertaking the position of Superintendent for the certificate examinations and subsequent years are registered on the Register of Teachers maintained by the Teaching Council in order to comply with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.

What to do if I am registered?

Complete your registration details - registration number, name as it appears on the register and renewal date - on the application form. The SEC will validate the registration details against the register. Please ensure that you complete these details as failure to do so may delay processing your application. **If you are registered at the time of applying and are subsequently appointed, it is your responsibility to ensure that your registration does not lapse and that you are registered at the time of the examinations in June.**

What to do if I am not registered?

If you are not registered with the Teaching Council at this time, you should **apply immediately** to the Council for registration. Once registration has been completed you may then submit a fully completed application form at which point the SEC will consider your application for a place on the reserve panel.

Important Information about the Registration Process

It is each applicant's own responsibility to ensure that they are registered with the Teaching Council and can provide the SEC with their registration number. The registration process, which includes a process of Garda Vetting, may take 6-8 weeks once all required documentation has been received. Information on the registration process, including details of registration fees, is available on the Teaching Council's website www.teachingcouncil.ie. The State Examinations Commission accepts no liability for teacher registration fees or for any applicant's inability to meet the registration and vetting requirement within the specified timeframe.

5. It is a condition of appointment that you provide an active mobile phone number and email address as we may need to contact you at short notice in the lead up to or during the examinations.
6. All payments in respect of your work as superintendent will be made by electronic fund transfer system (i.e. paypath). We will collect your bank account details at a later stage.
7. Travelling expenses and subsistence allowances paid to Superintendents will be in accordance with Department of Finance regulations. All approved expenses paid to contract staff engaged on the 2024 examinations will be in accordance with published public service rates. Further information is available from the *Information for Contract Staff* Section of www.examinations.ie
8. Decisions regarding the assignment of superintendents to schools will be made by the SEC by reference to the school in which you are currently teaching and/or the school(s) in which you have previously taught as well as previous service as an SEC superintendent.
9. You will accept assignment to whatever examination centre (location and duration) the SEC deems appropriate. If appointed, you will receive details of the examination centre to which you are being assigned, in mid May 2024.
10. In a minority of cases a Superintendent may be required to supervise an examination session outside of the normal timetable due to candidates sitting subjects timetabled for the same time.
11. Should you become unavailable please contact the SEC, immediately. Likewise, if, subsequent to applying or confirming acceptance of an appointment, you experience any change in circumstances (see note 3) which would render you ineligible for appointment, you must notify the SEC immediately.
12. If, for any reason, you fail to attend at the designated examination centre on a particular day or for a particular examination session, your appointment will be terminated.
13. All forms of canvassing (by phone or letter) whether in relation to appointment, location or type of centre or length of assignment, will lead to disqualification.

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.