

### Notice of Appeal Form

#### Section A – Personal Details

Name of appellant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

#### Section B – School Details

School name: \_\_\_\_\_  
 School roll number: \_\_\_\_\_

#### Section C – Notice of Appeal

I hereby give notice of appeal against the decision regarding the appointment to the post of \_\_\_\_\_.

#### Section D – Grounds for Appeal

A candidate may only appeal on one or more of the grounds in (a) and/or (b) below. Where a ground is cited (box ticked), detail must be provided and supporting evidence supplied in respect of the grounds of appeal identified and relied upon

##### (a) Pre-interview:

1) lack of consultation on the roles and responsibilities ☐

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2) breach of the advertising rules ☐

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3) non-notification about the post to teachers on leave of absence ☐

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

##### (b) Interview process:

1) Composition of the Interview Board ☐

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2) Non-disclosure of a family or a material relationship ☐

\_\_\_\_\_  
 \_\_\_\_\_  
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3) Non gender-balanced Interview Board ☐

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4) A computational error in the Interview Board marking sheet of the Appellant which makes a material difference to the outcome ☐

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5) A departure from the agreed selection criteria or marking scheme ☐

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Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

- This form should be completed and forwarded to The Chairperson of Board of Management/ETB within 10 school days of the date of publication of the notice of appointment.
- Supporting evidence must be supplied in respect of the grounds of appeal identified and relied upon by the unsuccessful applicant.
- Only appeals submitted on the Notice of Appeal form, and within the appeal period will be processed. Any documentation received after this time will not be processed and will be returned to the appellant.
- Any queries on this form should be brought to the attention of school management who may wish to consult with their representative organisation/INTO.
- It is the responsibility of the appellant to ensure that the contact details / information supplied with this form are correct and up-to-date.