Appendix 1 – Circular 0029/2010

**Incremental Credit Application Form for teaching service**

**in a Private Post-Primary School within the EU**

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| **INSTRUCTIONS FOR COMPLETION**  **A** The applicant is required to make application in writing by completing and *signing* Sections 1 & 2 of this form.  **B** All certification required in Sections 3 must be signed by the appropriate school authority to which the claimant should forward the entire form after completing Sections 1 & 2.    The claimant must provide the certifying school authority with the appropriate address, as indicated at C below, to which that authority should forward the completed form directly.  **C** Address for submission of claim in the case of a claimant who is a:  (i) Secondary/Community/Comprehensive School Teacher:  Teacher / SNA Incremental Credit Section, Department of Education & Science, Athlone, Co. Westmeath.  (ii) Vocational School/Community College Teacher:  CEO of the relevant Vocational Education Committee by which claimant is currently employed. |

**SECTION 1** – **to be completed by Applicant**

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1 (a) Applicant: Name:

Address:

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|  |

(b) School where currently Name:

employed in Ireland Address:

Roll No:

|  |  |  |  |  |  |  |  |  |
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1. PPSN (RSI) No.

|  |
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1. Payroll No:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

(d) Date of Birth

**3 Qualifications held:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Title** | **Awarding Body** | **Subject(s) of Final Examination** | **Year of Award** |
|  |  |  |  |
|  |  |  |  |
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**SECTION 2 – to be completed by Applicant**

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1. (a) Exact period in respect of which this

incremental credit is now being claimed:

Give specific dates DD/MM/YYYY

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2. (b) Name and address of Private Post-Primary school
3. where this service was given

**2** (a) Have you previously claimed and/or received incremental credit on Yes No

the incremental salary scale under the terms of any incremental *Please tick appropriate box* Credit scheme in operation in Ireland?

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1. (b) If the answer to above is "Yes",
   * 1. please give details

**3 Subjects which you currently teach** in school stated in Section 1, Paragraph 2(b)

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**I certify that (a) I have read Circular 0029/2010 for the award of incremental credit and (b) the details given above are accurate and correct.**

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NO FURTHER INFORMATION ON THIS FORM SHOULD BE COMPLETED BY THE APPLICANT - SEE INSTRUCTIONS ON PAGE 1.

ADDITIONAL DOCUMENTARY EVIDENCE MAY BE SOUGHT IN SUPPORT OF THE INFORMATION GIVEN IF NOT ENOUGH INFORMATION IS PROVIDED

**SECTION 3 – to be completed by previous Private School Authority**

**PREVIOUS TEACHING SERVICE IN PRIVATE POST-PRIMARY SCHOOL**

**1 School Details**

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(a) Name/Address of School

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| --- |
| From: To: |

(b) Date of establishment of school

Give specific dates DD/MM/YYYY

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| From: To: |

* 1. (c) Start/end dates of normal school
  2. year in that school

Give specific dates DD/MM/YYYY

* 1. (e) Is the school

(i) situated in a Member State of the EU Yes No

(ii) offering a range of studies which incorporates all the courses Yes No

prescribed on the national curriculum of the State in which the

school is located

(iii) offering a full range of classes to all pupils within its designated Yes No

range

(iv) funded by the payment of pupil fees Yes No

(v) open to receive pupils for the duration of the Yes No

Post-Primary school year

**2 Teacher and Service Details**

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(a) Name:

(b) Address

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| 1. From: To: |

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(c) Period of employment in this

school:

1. Give specific dates DD/MM/YYYY

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(d) Subjects taught:

(e) Was the service remunerated? Yes No

(f) State number of class teaching hours worked in each year of service:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School Year: |  |  |  |  |  |  |
| Employment type\* |  |  |  |  |  |  |
| Completed teaching hours |  |  |  |  |  |  |

\*wholetime, Pro-Rata Teacher Contract (RPT), Fixed Term Contract of less than one year, other Non-Casual, Casual (substitute).

**I certify that all information given above is true and correct in accordance with the employment records of this school.**

**Authenticating Stamp**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

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

**NOTE:**

The Department of Education and Science will treat all personal data provided on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A

If the information you have provided is to be used for purposes other than outlined in the Departments registration with the DPC your permission will be sought.