# Form for Part-Time Teacher/Tutor Posts

**COMMENCEMENT FORM 2014-2015 (All sections must be completed as indicated)**

<table>
<thead>
<tr>
<th>Centre:</th>
<th>Centre No:</th>
</tr>
</thead>
</table>

**1. Personal Details** *(to be completed by teacher/tutor)*

- **Surname:**
- **Staff No:** *(if employed by CDETB)*
- **First Name/s:**
- **Telephone No:**
- **Address:**
- **Mobile No.:**
- **Email:**

**Are you permitted to live and work in Ireland:**

- **Yes**
- **No**

**2. Teaching Council** *(to be completed by teacher/tutor)*

- **Are you registered with the teaching council:**
  - **Yes**
  - **No**

- **Teaching Council Registration Number:**

- **Subjects you are registered to teach:** *(as stated on registration certificate)*

**3. Category** *(Ensure that all appropriate sections are completed)*

- **(a) H. Dip Student** *(Timetable showing H. Dip hours must be attached. You must also identify the teacher who’s classes the H. Dip student is taking). H. Dip hours are not paid*

- **(b) Mainstream/PLC: Non-Casual** *(more than 150 hours and less than full academic year)*

- **(c) Mainstream/PLC: Casual** *(less than 150 hours and less than full academic year)*

- **(d) Evening School** *(After 6 p.m.)*

- **(e) Adult Education Service** *(Part-time tutor positions)*

- **(f) Other** *(Please specify):*

**Post Title (specific i.e. Art, English):**

- **Duration of Post:**

**Date of Commencement:**

- **Date of Cessation:**

**Reason for Post:**

- **Replacing:**

**Number of Hours**

- **Funding Program and Code:**

**4. Timetabled Weekly Class Contact Hours for the 2014/2015 Session** *(to be completed by Principal/Head of Centre/AEO)*

- **Attach Teacher Timetable**

  Application/Commencement will not be processed without timetable.
**IS APPOINTMENT WITHIN TEACHING ALLOCATION FOR ACADEMIC YEAR:**  YES ( ) NO ( ) (PLEASE TICK)

**SIGNED:** ___________________________ **DATE:** ___________________________

**PRINCIPAL/HEAD OF CENTRE / AEO**

5. **PAY RELATED SOCIAL INSURANCE (PRSI) (TO BE COMPLETED BY TEACHER/TUTOR)**

(a) **PPS No:** ____________________________________________________________

(b) **If your main employer is elsewhere please tick** [ ]

(c) **Date of Birth** (persons over 66 years of age pay a lower rate of PRSI)

(d) **If you are employed other than by CDETB, please give details of PRSI category** (e.g. A1, D1 etc).

(e) **Please tick as appropriate if you are in receipt of any of the following Social Welfare benefits:**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Card</td>
<td></td>
</tr>
<tr>
<td>Widow Pension Irish</td>
<td>One Parent Family</td>
</tr>
<tr>
<td>Widow Pension Irish</td>
<td>Deserted Wife</td>
</tr>
<tr>
<td>Widow Pension Other EU</td>
<td></td>
</tr>
</tbody>
</table>

6. **INCOME TAX (TO BE COMPLETED BY TEACHER/TUTOR)**

**PLEASE ATTACH P45 (CESSATION CERTIFICATE) FOR THE CURRENT TAX YEAR. IF P45 IS NOT SUBMITTED EMERGENCY TAX PROCEDURES WILL BE APPLIED.**

7. **PENSION RELATED DEDUCTION (PRD) (TO BE COMPLETED BY TEACHER/TUTOR)**

**Please ensure a completed Declaration is returned with the Commencement/Recommencement form. This form is available in the School and also on the Staff Intranet. PRD will be deducted from employee salaries and will continue to be deducted until a Declaration is received and Pensions Section has determined if the employee is liable.**

8. **BANK DETAILS (TO BE COMPLETED BY TEACHER/TUTOR)**

**BANK STAMP**

Bank Account Name: ___________________________

Bank Account Number: ___________________________

Bank Sort Code: ___________________________

**SIGNED:** ___________________________ **DATE:** ___________________________

**TEACHER/TUTOR**

9. **FOR HR USE ONLY:**

**PLEASE SET UP ON PART TIME TEACHER PAYROLL. PAY UNQUALIFIED RATE UNTIL FURTHER NOTICE.**

**SIGNED:** ___________________________ **DATE:** ___________________________