



**Circular Letter 0027/2016**

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools  
and  
The Chief Executives of Education and Training Boards**

**Post-1 January 2011 and Post-1 February 2012 New Entrants to Teaching –  
Recognition of Previous Public Service in another EU Member State**

1. The Minister for Education and Skills wishes to inform management authorities and Teachers of revised arrangements for the recognition of previous service in an analogous teaching position in the public service of another EU Member State when determining whether an individual is a new appointee to teaching and the appropriate salary scale on which to place him/her. The revision arises from a recent decision of the EU Commission in this regard.

**Current Position**

2. The position heretofore (as set out in Circulars 40/2011 and 0008/2013) is that previous service in an Oireachtas-funded teaching position in Ireland is recognised when determining the date of entry to teaching and, accordingly, the salary scale (and allowances where applicable) payable to the teacher.

**Revised Arrangements**

3. Under the revised arrangements, previous teaching service in an analogous teaching position in the public service of another EU Member State will be recognised on the same basis as if such service was given in Ireland when determining the appropriate salary scale (and allowances where applicable) payable to the teacher.
4. Serving teachers who are classified as post-1 January 2011 entrants or post-1 February 2012 entrants to teaching and who have previous teaching service in an analogous teaching position in the public service of another EU Member State should now apply to have such previous periods of service assessed using the application process set out overleaf. Salary arrears, where applicable, will be paid in due course.
5. In respect of teachers recruited after the date of this Circular, previous teaching service in an analogous teaching position in the public service of another EU Member State will be assessed when determining the appropriate salary scale (and allowances where applicable) payable to the teacher.

## Application Process

6. Serving teachers who are classified as post-1 January 2011 entrants or post-1 February 2012 entrants to teaching and who have previous teaching service in an analogous teaching position in the public service of another EU Member State should now apply to have such previous periods of service assessed to determine the appropriate salary scale (and allowances where applicable) payable as follows:

*(i) Teachers employed by Primary Schools:*

Teachers employed by Primary Schools should complete the form at Appendix 1 and submit the form by post to:

Previous EU Experience Forms,  
Primary Teachers Payroll,  
Department of Education and Skills,  
Cornamaddy,  
Athlone,  
Co. Westmeath  
N37 X659

*(i) Teachers employed by Secondary, Community and Comprehensive Schools:*

Teachers employed by Secondary, Community and Comprehensive Schools should complete the form at Appendix 1 and submit the form by post to:

Previous EU Experience Forms,  
Post-Primary Teachers Payroll,  
Department of Education and Skills,  
Cornamaddy,  
Athlone,  
Co. Westmeath  
N37 X659

*(iii) Teachers employed by an Education and Training Board:*

Teachers employed by an Education and Training Board should complete the form at Appendix 1 and submit the form by post to the HR section of their employer Education and Training Board.

7. Applications from serving teachers should be made within 6 months from the date of this Circular. Teachers appointed after the date of this Circular should apply within 6 months from the date of their appointment.

## Circulation and Queries

8. Please ensure that copies of this Circular are provided to all members of the Board of Management/Education and Training Board and its contents are brought to the attention of all relevant teachers in your employment including those on leave of absence.

9. This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie)

10. Enquiries regarding this Circular should be e-mailed to:

*(i) Teachers employed by Primary, Secondary, Community or Comprehensive Schools:*

Payscale queries:-

- Primary Payroll - [primtch\\_payroll@education.gov.ie](mailto:primtch_payroll@education.gov.ie)
- Post Primary Payroll - [PPPayroll@education.gov.ie](mailto:PPPayroll@education.gov.ie)

Qualification Allowance queries:-

- Teachers Terms & Conditions Section - [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie)

*(ii) Teachers employed by an Education and Training Board:*

- The HR Section of your employer ETB

Philip Crosby  
Principal Officer  
External Staff Relations  
11 March 2016

**Appendix 1**

**Recognition of previous teaching service in an analogous teaching position in the public service of another EU Member State under Circular 0027/2016**

**PART A**

**1. Personal Details:**

|   |  |
|---|--|
| Full Name   |  |
| Former Name (e.g. Maiden name)                      |  |
| PPS Number  |  |
| Payroll/Teacher No with current employer (if known) |  |
| Correspondence Address                              |  |
| Contact Telephone No                                |  |
| Mobile No   |  |
| E-mail Address                                      |  |
| Date of Birth                                       |  |
| Teaching Council Registration Number                |  |
| Date of Teaching Council Registration               |  |

**2. Current Employer Details:**

|                                     |  |
|-------------------------------------|--|
| Name and Address of Employer/School |  |
| Contact Telephone Number            |  |
| School Roll Number                  |  |

(a) Is this your first publicly funded teaching post in Ireland? \_\_\_\_\_

(b) If the answer to 2 (a) is "No", please give details

| <b>From:<br/>(i.e. Day/Month/Year)</b> | <b>To:<br/>(i.e. Day/Month/Year)</b> | <b>Name and address of school/employer<br/>where this service was given:</b> |
|--|--------------------------------------|--|
|  |                                      |  |
|  |                                      |  |

**The Department/ETB reserves the right to seek further information from the applicant.**

**3. Details of previous teaching service in an analogous teaching position in the public service of another EU Member State:**

(a) What was your first date of service in a publicly funded school in the EU? \_\_\_\_\_

(b) What was your first date of qualified service in a publicly funded school in the EU? \_\_\_\_\_

(c) Details of previous teaching service in an analogous teaching position in the public service of another EU Member State (PART B must be completed and submitted in respect of each employer/school listed)

| From:<br>(i.e. Day/Month/Year) | To:<br>(i.e. Day/Month/Year) | Name and address of<br>school/employer where<br>this service was given: | Have you<br>previously<br>received<br>incremental<br>credit in<br>respect of this<br>service? |
|--------------------------------|------------------------------|---|---|
|                                |                              |   |   |
|                                |                              |   |   |
|                                |                              |   |   |

**4. Certification of Applicant:**

I certify that I have read Circular 0027/2016 and I confirm that all information given on this form is accurate.

Name: \_\_\_\_\_  
(BLOCK CAPITALS)

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

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

**Data Protection:**

The Department of Education and Skills will treat all personal data you provide 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.**

**PART B**

(A separate Part B should be completed in respect of each employer/school listed at PART A3 above)

**Section 1 – to be completed by the Applicant**

|  |  |
|--|--|
| Full Name  |  |
| Former Name (e.g. Maiden name)                   |  |
| PPS Number                                       |  |
| Payroll/Teacher No with this employer (if known) |  |
| Date of Birth                                    |  |

**Section 2 – to be completed by the School Principal**

|  |                       |
|--|-----------------------|
| Name and Address of Employer/School              |                       |
| Duration of Service                              | <b>From</b> <b>To</b> |
| Contact Telephone Number for School/<br>Employer |                       |
| School Roll Number/ Registration Number          |                       |

|  |             |           |
|--|-------------|-----------|
| Was the service above given after the teacher was fully qualified and recognised by the State Authority?   | <b>YES</b>  | <b>NO</b> |
| If no, from when was the service given before the teacher was fully qualified and recognised by the State Authority:   | <b>FROM</b> | <b>TO</b> |
| Was the service part of the teacher education or probationary process which leads to the teacher becoming fully qualified and recognised?                          | <b>YES</b>  | <b>NO</b> |
| If yes, from when was the service given part of the teacher education or probationary process which leads to the teacher becoming fully qualified and recognised:- | <b>FROM</b> | <b>TO</b> |
| Is the school subject to inspection by the State Authority?  | <b>YES</b>  | <b>NO</b> |
| Is the school in receipt of funds (or eligible to receive funds) from State Authority?   | <b>YES</b>  | <b>NO</b> |
| Is the above information verified by school records?   | <b>YES</b>  | <b>NO</b> |

|  |  |               |
|--|--|---------------|
| <b>I certify that the particulars given above are correct and accurate in every respect.</b> |  |               |
| Name of School Principal:  |  | School Stamp: |
| Signature of School Principal:   |  |               |
| Date:  |  |               |