**APPENDICES**

I. *Template letter (Religious, Educate Together) requesting* ***Trustees/Patrons, Representatives for Service on Interview Panel for Principal/Deputy Principal***

Anywhere Community School Co. Anywhere

Dear TRUSTEES/PATRONS (Religious, Educate Together),

I would be grateful if you could confirm two nominees for service on the Selection Committee, including shortlisting, for the appointment of principal/deputy principal. All members of the Selection Committee are advised to complete the necessary training.

The closing date for receipt of applications is the \*\*\*\*\*\*\*\*. Shortlisting is scheduled for the week of \*\*\*\*\*\*\*\* and it is hoped to conduct the Interviews on the week of

\*\*\*\*\*\*\*\*\*\*.

I look forward to hearing from you.

Yours sincerely,

Secretary/Chairperson Board of Management

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