**Appendix 15: Notice to Unsuccessful Candidate/s re: Outcome of Competition**

*Logo of School Name of School*

*<Insert date>*

*<Insert addressee>*

*<Insert correspondence address>*

**RE: Notification of outcome of the selection process for the appointment of Assistant Principal I/Assistant Principal II/Programme Co-ordinator posts(s) with <insert name of school>.**

Dear <insert Name>,

Thank you for your application and attendance at interview for the above post I wish to advise you that you were unsuccessful on this occasion.

In the event that you wish to appeal the recommendation of the selection board you are required to:

* Log onto **<insert link to PDF form>** on the school website.
* Familiarise yourself with **the guidance provided**.
* Complete the PDF form.
* When the form is completed press “Save and Send Mail”. The form will self-attach to an email.
* Please insert the following email address **(**[**xxxx@xxx.xx**](mailto:xxxx@xxx.xx)**)** (secure school email address).
* **Only** this notified email address should be used.
* Documentation (if any) which is relied on to support your appeal and referenced in your appeal form can:
  + be attached to the email generated and submitted with the form or;
* be supplied in hard copy marked for the attention of the Secretary to the Board of Management ***<insert name of school>.***
* Completed appeal forms and relevant supporting documentation (if any), must be submitted no later than **4.00 p.m. on *<insert date>* i.e. the Appeal Date.** It is the responsibility of the appellant to ensure that the completed form and all supporting documentation is received by the school by this date and time.
* Ensure to save copies of the form and supporting documentation for your own records.

A copy of Circular 0003/2018 containing the **Appeal Procedure for the appointment of Assistant Principal I, Assistant Principal II and Programme Co-ordinator posts** is available to download from *<insert website link>* or upon email request from your school. We strongly recommend that you make yourself familiar with its contents.

Yours sincerely,

**Secretary, Board of Management <ANYWHERE> Community/Comprehensive School**