

Name and address of current school, if you are currently teaching, or school most recently taught in, if you are not currently teaching.

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School roll number

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Current teaching status (full-time, part-time, substitute, unemployed, etc.) If you are currently employed, but not as a teacher, give details. If not currently teaching, include the date you last taught in a second-level school.

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If retired: ▪ State date of retirement

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▪ Did you retire under Strand 1 of the Early Retirement Scheme for teachers?

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▪ Are you receiving a disability pension?

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Please list the details of any immediate relatives taking a state examination in 2026. (If none, write “none”.)

Full name	School	Date of birth	Examination (JC, LC, LCA,L1 L2)

3. Qualifications

	Primary degree	Main teaching qualification	Inclusive and SEN qualification	Other
Name of institution				
Title of degree				
Year obtained				
Classification (1, 2.1, 2.2, pass, etc.)				
Final year subject(s)				
First / second year subject(s)				

4. Teaching experience

In all categories, you should include the current academic year. If you have more than ten years’ experience in any category, it is sufficient to state “≥10”. Include all level 1 and level 2 teaching.

4.1. Experience teaching in Ireland

Experience teaching Junior-Cycle /Senior Cycle classes

Subject and Level Common, Higher ,Ordinary	Programme (JC /LC / TY / LCA/JC L1 L2/SC L1 L2	Number of years’ experience	Includes experience teaching exam-year classes? (Y/N)

4.2. Teaching experience other than in a recognised second-level school in Ireland

Subject	Year group / age group	Type of experience (school, individual tuition, private group tuition, etc.)	Qualification (LC, GCSE, A-level, undergraduate, etc.)	Number of years' experience

5. Experience as an Examiner

5.1. Experience as an Examiner with the State Examinations Commission

Subject	Examination and Level	Position (examiner, advising examiner, etc.)	Number of years' experience	Year from and to

5.2. Experience as an Examiner with other examining bodies

Name of examining body	Subject	Position (examiner, team leader, etc.)	Number of years' experience	Year from and to

6. Other information

6.1. Have you got experience of planning, coordinating and/or delivering Senior Cycle level 1 and level 2 programmes? If yes, please give details.

Please give any other information that you would like us to consider in support of your application.

7. Terms and conditions

Appointment as an External Validator is a *contract for service* and is subject to the following conditions:

- All applicants must be registered with the Teaching Council.
- Appointment to the position of External Validator will be regarded as a contract for service. You must give your full-time attention to the work over the period of appointment. All examiners will be required to attend for the full duration of a conference before the commencement of school visits. School visits must be conducted during normal school hours.
- Appointment as External Validator in any given year does not confer the right to an appointment in subsequent years.
- All External Validators are required to provide their mobile phone number as we may need to contact you at short notice in the lead up to or during the validation period.
- If you fail to comply fully with our Instructions or if you act in a way that jeopardises the security or integrity of the validation, you may be dismissed and may be refused any future appointment. If you are dismissed, you will have no claim whatsoever against us for remuneration or expenses.
- Travelling expenses and subsistence allowances will be paid in accordance with Department of Finance regulations.
- All payments to you will be made through Paypath, an electronic money transfer system.
- See the website secexaminer.ie for further information on conference dates and venues, fees, travel and subsistence allowances, IT requirements etc.
- If subsequent to confirming acceptance of appointment you become unavailable, you should contact the SEC immediately by phone and confirm your unavailability by letter or email. Likewise if, subsequent to applying or confirming acceptance of an appointment, you experience any change in circumstances which would render you ineligible for appointment you must notify the SEC immediately.
- You are not eligible for appointment if you have taken early retirement under Strand 1 of the Early Retirement Scheme for teachers or if you are on paid or unpaid sick leave, on suspension or on administrative leave, or if, at the time of the conference or during the marking period, you are on paid statutory maternity leave.
- Applications from teachers in receipt of disability pension will be considered on receipt of a completed medical report form. This form is available on request from (090) 644 2436/2438/2435.

8. Declaration of applicant

I hereby declare that the information I have given is correct and that I will notify the State Examinations Commission (SEC) of any changes to it. I acknowledge that the SEC reserves the right to verify all of the information provided, including my qualifications. If appointed, I will, to the best of my ability, follow all instructions issued by the SEC or by anyone authorised by the SEC to issue such instructions.

Signature

Date

9. Certification to be signed by Manager/Principal

I hereby certify that I am satisfied to release this applicant from school duties to enable him/her to be appointed as a Validator for the Leaving Certificate L1 L2 programme.

Signature

School Stamp
and
Date

School

10. Submission and consideration of application

You must sign the above declaration and attach a passport sized photograph to the form.

If you complete the form electronically, then you must print out a copy and sign it before submitting. Please send the completed form to **Senior Cycle L1 L2 Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath** to reach us not later than **17 April 2026**. Postage must be paid. We will continue to accept applications after this closing date, but late applications will only be considered if vacancies remain after offers of appointment have been made to all suitable applicants whose applications were received before the closing date. If you do not include your PPSN or if you otherwise fail to complete the form properly, we will return it for completion. This may result in your application being late. We will consider all applications fairly and impartially, and canvassing will disqualify. Appointments will be issued on an ongoing basis until mid-July.

An Irish version of this form is available on request.

Data Protection

The State Examinations Commission is a registered data controller with the Office of the Data Protection Commissioner. The personal data you provide in this application form will be processed in accordance with the provisions of the Data Protection Acts.

The SEC will process this data for the purposes of the administration of your application to a contract staff position with the SEC. If we appoint you to the role, we will process your personal data in the administration of your contract with the SEC. This includes administering your assigned role and duties in respect of the state examinations [including, as appropriate, making arrangements for; the development of test instruments, the organization and delivery of the examinations; the marking of work presented by Candidates; etc]. We will also use this data in order to make payments to you in respect of your contract. We will also retain your details and may use these details to contact you to advise you of recruitment opportunities with the State Examinations Commission. Details on the State Examinations Commission Data Protection Notice can be located on our website <https://www.examinations.ie/data-protection/>