



cetb

Bord Oideachais agus
Oiliúna Chorcaí
Cork Education and
Training Board

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|--------------------------------|---|--|
| NAME | | |
| POST TITLE | | |
| SCHOOL/COLLEGE | | |
| DOCUMENTATION CHECKLIST | | |
| 1 | Appointment Acceptance Form | |
| 2 | Acceptance of CETB Policies and Procedures form | |
| 3 | New Entrant Assessment Form | |
| 4 | Employee commencement form (HR2) | |
| 5 | Extern Work_Permission to Engage in Other Employment Extern Work_Working Time Hours Act Confirmation Form | |
| 6 | Sick Pay_Form of Undertaking | |
| 7 | Garda Vetting | |
| | <i>Teaching Council evidence of Garda Vetting</i> | |
| | <i>Statutory Declaration Form</i> | |
| | <i>Form of Undertaking</i> | |
| 8 | Teaching Council registration/ Evidence of application for registration in the subject area in which the offer of appointment is made (NQTs only) | |
| 9 | Evidence of Qualifications relevant to the post. | |
| 10 | Evidence of PPS Number | |
| 11 | Birth Certificate – for pension purposes | |
| 12 | Marriage/Civil Partnership Certificate – for pension purposes (if applicable) | |
| 13 | Statements of service (<i>where applicable</i>) | |
| 14 | Pre-Employment Medical Assessment | |
| 15 | Applicant Declaration Form (for Pension Purposes) | |