



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

INFORMATION FOR NEW APPOINTEES REGARDING PRE EMPLOYMENT MEDICAL SCREENING

Under the Occupational Health Strategy for teachers and Special Needs Assistants, all prospective candidates for appointment to a teaching post or Special Needs Assistants post are required to undergo an assessment of their medical fitness. This is undertaken by **Medmark Occupational Health, 28 Penrose Wharf, Penrose Quay, Cork**. All prospective candidates are screened initially by pre-employment medical questionnaire.

You are requested to log onto www.medmark4teachers.ie and click on the “*For Teachers*” *Pre-Employment Questionnaire* link to complete and submit the online pre-employment medical questionnaire. *(Printed versions can be made available on request to the Human Resources Department should internet access not be available. The form must then be completed by you and returned by post to the address provided on the form).*

When received the pre-employment medical questionnaire is reviewed by the Occupational Health Service. This will prompt the following actions:

1. Occupational Health Service will issue notification to the employer confirming the candidate's fitness to teach **or**
2. Occupational Health Service will make contact with the candidate to clarify disclosed medical information. Once clarification is received notification regarding fitness to will issue to the employer **or**
3. Occupational Health Service will request the candidate to attend for a pre-employment medical. The decision to request that a candidate attends is discretionary and based on the evaluation of the pre-employment medical questionnaire. Once the pre-employment medical is complete notification regarding fitness to teach will issue to the employer. Pre-employment medical assessments may on occasion result in the Occupational Health Service identifying reasonable accommodation requirements for those with a particular disability or may result in confirming fitness to teach with some restrictions on duties applied.

Should you have any queries on this matter please contact a member of this department by email to recruit@corketb.ie. Or telephone 021-4273377. You should note that any delay in submitting the pre-employment questionnaire will have a consequential delay in confirming your appointment and payment of salary.

**Sarah Flynn,
Human Resources Manager.**