

**CORK EDUCATION AND TRAINING BOARD**  
**OFFER OF APPOINTMENT ACCEPTANCE**  
**(NON-TEACHING)**

**To: Chief Executive, Cork Education and Training Board (CETB)**

**Post Title:**

**I, \_\_\_\_\_ wish to accept / decline (*delete as appropriate*)  
the offer of appointment to the above post.**

I accept the conditions attached to the offer of appointment in respect of Vetting and Documentary requirements as set out in the letter of offer and understand that should I fail to meet any of these requirements that the offer of appointment may be withdrawn, or in the event of having already taken up duty, the appointment may be terminated.

In relation to Garda Vetting, if applicable, in addition to the completed Vetting form, I enclose a completed Statutory Declaration and agree to present myself to the College Office or Human Resources Department prior to taking up duty to complete the enclosed Form of Undertaking which I understand must be signed by me in the presence of the Principal/Deputy Principal or a member of the Human Resources Department. In presenting myself I understand that I will also be required to provide proof of identity.

**(Note: The original completed Statutory Declaration must be presented at the same time as the Form of Undertaking. Proof of identity will also be required)**

I also acknowledge that payment of salary will not be made until all documentation as requested in the letter of offer has been submitted by me.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_