



cetb

Bord Oideachais agus
Oiliúna Chorcaí
Cork Education and
Training Board

IMPORTANT INFORMATION FOR NEW APPOINTEES

PLEASE READ CAREFULLY BEFORE READING THE ENCLOSED DOCUMENTATION

The enclosed letter and supporting documentation contains important information pertaining to the offer of appointment being made to you.

Please ensure that you read the enclosed letter of offer and supporting documentation carefully, paying particular attention to any deadlines referenced therein and to the requirement to return specific items of documentation.

A documentation checklist is included to assist you in ensuring that you return all the necessary information.

You should note that **ALL** of the documentation specified is **mandatory** unless indicated otherwise and is required in order to progress the sanction of your appointment and to set you up for payment of salary.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL THE REQUESTED INFORMATION IS SUPPLIED TO THE HUMAN RESOURCES DEPARTMENT WITHIN THE SPECIFIED DEADLINES.

FAILURE TO DO SO WILL DELAY PAYMENT OF SALARY AS SANCTION OF YOUR APPOINTMENT WILL NOT BE PROCESSED UNTIL SUCH TIME AS ALL THE REQUIRED DOCUMENTATION IS RECEIVED.

Any queries should be addressed to the Human Resources Department by email to recruit@corketb.ie or telephone 021/4273377 in the first instance.

SARAH FLYNN,
Human Resources Manager.