



cetb

Bord Oideachais agus
Oiliúna Chorcaí
Cork Education and
Training Board

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)	
16	Additional Superannuation Contribution (ASC) Form (<i>Please refer to your previous Employer</i>)	