

# Good Counsel College

New Ross, Co Wexford



**Application for the Fixed Term (1year) position  
of  
CARETAKER/MAINTENANCE PERSON**

**Working hours: Monday to Friday between 8:15 and 5:15 (39 hours  
per week excluding breaks). Payment as per DES guidelines.**

Details	
Name	
Address	
Telephone	
Email	

**1. Education Record**

Dates	School/College	Subjects	Grade attained and points

**Further Qualifications – in particular qualifications in a trade:**

Dates	College	Course details <i>Specify name of course</i>	result <i>(ie 1.1, 2.1 etc)</i>

**2. Additional Professional Qualifications (Certificates/Diplomas or Training)**

*For instance Manual Handling, First Aid, health and safety course, ICT qualification/skills are desirable.*

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Do you have your own transport?      Yes:       No:

**3. Work experience to-date – please list most recent work first...**

*Experience working in a school environment is desirable. Please ensure to include any such experience.*

<b>Dates From - to</b>	<b>Job description</b>	<b>Organisation</b>

**4. Any other relevant information:**

**Please outline:**



*Having read the AST charter, In what ways do you think you, as caretaker/maintenance person would contribute to sustaining the ethos of the school.*

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## 7. CHILD PROTECTION AND VETTING

Please note that employment in this school is subject to the terms of circular 0031/2016 from the Department of Education and the Vetting act which commenced from 29 April 2016

Under this act, the school will have to obtain a vetting disclosure from the Bureau prior to any employment. As an additional safeguard, should you be employed here, a **Statutory Declaration** and **Form of Undertaking** must be completed and provided to the school authority prior to making an appointment of any duration.

If the following section is not completed, your application will not be considered for processing.

- Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES

NO

- Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES

NO

- Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES

NO

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters. The Board of Management’s policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered having regard to the school’s vetting policy.

This applies in respect of all recommendations for appointment whether to teaching, principal, deputy principal or support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the Board of Management’s determination of suitability for employment in the position having regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed.

Further note that it is essential that you make appropriate and full disclosure in response to the questions at 7.1, 7.2 and 7.3 above. In the event of an offer of employment being made to you by the board of management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

**8. Please supply the names and addresses of two referees,**  
*(One of whom should know you in a professional capacity and  
the other be in a position to provide a character reference for  
you)*

**a) Professional reference:**

**Name**.....

**Address** .....

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**Telephone** .....

**b) Character Reference:**

**Name**.....

**Address** .....

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**Telephone** .....

I certify to the Board of Management that the information provided in this application is true and correct.

**Signature of Applicant.....**

**Date.....**

**Please note:**

- The Board of Management of Good Counsel College is an equal opportunities employer
- Short listing of candidates may take place
- A panel may be created following the interviews.
- Only short listed candidates will be contacted.

The successful candidate will be required to supply the following documents;

Pre-Employment Medical Certificate  
Copies of all valid training certificates.

***Please return by post only to***

**Caretaker Position  
Good Counsel College  
New Ross.  
Co Wexford**

***by 4.00p.m. on Friday May 12<sup>th</sup> 2017.***