

## **Part Time Substitute Cook Form**

### **Guidance Notice**

This Panel is for a Part Time Substitute Cook to cover for periods of short/medium term absences only.

Applicants who indicate they wish to be included on the Panel must be available immediately for substitute work.

Therefore, suitable candidates will be selected for work on the bases of some or all of the following:

- The information submitted by you on the Form including Education obtained and previous work experience.
- The documentary evidence uploaded with the form
- To meet the needs of the centre on any particular day as outlined by the Centre Manager
- Your availability to work at short notice.
- Your close proximity to Gartan Outdoor Education & Training Centre
- Your understanding that any employment offered is on an If and When Required.
- The information provided by you on this form will be submitted directly to the Recruitment and Selection Team of Donegal Education and Training Board, who will verify the details and documentation provided.
- Your personal data will be made available to relevant Centre Manager and subject to satisfactory reference checks by HR and/or the Centre Manager. They will make direct contact with you should a vacancy arise.
- The HR Department may seek further documentary evidence from you if employed and confirm your inclusion on the Panel.
- Garda Vetting must be processed by Donegal ETB and the outcome advised to the satisfaction of HR prior to taking up duty.

Fixed Term or Permanent Vacancies will NOT be filled from this Part Time Substitute Panel.

Please click [here](#) in order to complete the Part Time Substitute Cook Panel Form