

## **Part Time Substitute Caretaker Panel**

### **Information Document**

This Panel is for Part Time Substitute Caretakers 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.

Suitable candidates will be selected for work on the basis of some or all of the following:

- The information submitted by you on the Form including education/training and previous work experience.
- The documentary evidence uploaded with the form
- The needs of the school/centre as outlined by the relevant Principal/Line Manager.
- Your availability to work at short notice and outside normal working hours
- Your close proximity to the school/centre which requires substitute cover.
- Your understanding that any employment offered is on an If and When Required basis.
- Subject to satisfactory reference checks
- A Covid-19 Health Status Self-Declaration Form must be completed prior to commencing employment.
- Receipt of a satisfactory Garda Vetting Disclosure.

#### **Please note the following important information:**

- The HR Department may seek further documentary evidence from you.
- The information provided by you on the Google Form will be submitted directly to the Recruitment and Selection Team of Donegal Education and Training Board, who together with the Principal/Line Manager, will verify the details and documentation provided by you.
- Your personal data will be made available to the Recruitment and Selection Team and relevant Line Managers which may include Donegal ETB Post Primary Principals, Deputy Principals, Adult Education Officers and/or Centre Managers as appropriate.
- Fixed Term or Permanent Vacancies will NOT be filled from this Part Time Substitute Panel.
- The Line Manager will make direct contact with applicants.
- For queries please email to [recruitment@donegaletb.ie](mailto:recruitment@donegaletb.ie)

Please click [here](#) to complete the Part Time Substitute Caretaker Form