# Application Form – Caretaker / Janitor (Part-Time)

**St. Mary's Boys' National School, St. Mary's Hill, Clones Road, Monaghan, H18A215**

Post applied for: Permanent Caretaker / Janitor (Part-Time) – 25 hours per week, Monday to Friday, 12:00 pm – 5:00 pm.

**How to apply:**

Complete all sections in block capitals.

Attach a letter of application and a detailed CV.

Return to The Chairperson of the Board of Management, by email at postanna@1867.ie or by post to the school address above.

Closing date: 5:00 pm on Wednesday 11th November, 2026 at 5.00pm.

## Section 1 – Personal Details

| Item | Your answer |
|---|---|
| Full name | |
| Address | |
| Eircode | |
| Mobile phone | |
| Email address | |
| Do you have the right to work in Ireland? (Yes / No) | |
| Do you hold a full driving licence? (Yes / No) | |

## Section 2 – Experience and Skills

**Employment history** (most recent first; add rows or attach your CV)

| Employer | Job title | From – To | Main duties |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Skills and experience relevant to this post.** Tick any that apply and give brief detail.

| Area | Yes / No | Details (experience, years, where) |
|---|---|---|
| Caretaking or facilities management | | |
| Building trades (carpentry, plumbing, painting, drains/sanitation) | | |
| Safe use of hand and power tools | | |
| Gas or electric heating systems, boilers, heat pumps, time clocks and controls | | |
| Groundskeeping (mowing, hedges, planting, gritting, power-hosing) | | |
| Commercial cleaning and sanitation | | |
| Reading meters and keeping maintenance or compliance logs | | |
| Using specialist cleaning equipment | | |

**Qualifications, certificates and training** (e.g. Safe Pass, manual handling, first aid, fire safety, trade certifications)

| Qualification or certificate | Awarding body | Year |
|---|---|---|
| | | |
| | | |

## Section 3 – Suitability for the Post

Please answer briefly (a few lines each).

| Question | Your answer |
|---|---|
| Why are you applying for this post? | |
| What experience do you have of working in or around a school/ community facility/club and/ or with children? | |

| Question | Your answer |
|---|---|
| Describe a maintenance or repair task you carried out independently, from start to finish. | |
| How do you organise your time and keep track of a list of recurring and one-off jobs? | |
| Are you available for 12:00 pm – 5:00 pm, Monday to Friday, and for occasional out-of-hours callouts or school events? (Yes / No, with comment) | |
| Earliest date you could start | |

## Section 4 – Referees

Please give two professional referees. Your current or most recent employer should be one of them.

| Item | Referee 1 | Referee 2 |
|---|---|---|
| Name | | |
| Position and organisation | | |
| Relationship to you | | |
| Phone | | |
| Email | | |
| May we contact before interview? (Yes / No) | | |

## Section 5 – Declaration

Please read and confirm each statement by writing Yes in the box.

| Statement | Confirmed |
|---|---|
| I understand that appointment is strictly subject to satisfactory Garda Vetting clearance and that I will be required to complete vetting if shortlisted or offered the post. | |
| I am in good health and understand I must complete a pre-employment medical assessment before appointment. | |
| I understand the duties set out in the advertisement, including security, keyholding, maintenance, heating and utility monitoring, groundskeeping, cleaning and health and safety. | |
| The information in this form and in my attached CV is true and complete. I understand that false information may lead to disqualification or dismissal. | |
| I consent to the Board of Management processing my personal data for the purposes of this recruitment, in line with data protection law. | |
| | |

| Signature | Date |
|---|---|
| | |

**Checklist before sending:** completed form, formal letter of application, detailed CV, and contact details for two referees.