



**APPLICATION FOR THE PERMANENT POST OF CARETAKER**  
**38 HOURS PER WEEK**

**Initial Location: St Paul’s Community College, Waterford**

Please note that all areas of the application form must be fully completed.  
 Incomplete application forms will NOT be considered.

**1. Personal Details**

<b>Name:</b>		<b>Work No:</b>	
<b>Address for Correspondence:</b>		<b>Mobile No:</b>	
		<b>Home No:</b>	
		<b>Email:</b>	

**2. Current or Most Recent Employment**

Dates employed From/To	Name & address of Organisation	Position Held	Duties

Dates employed From/To	Name & address of Organisation	Position Held	Duties

Dates employed From/To	Name & address of Organisation	Position Held	Duties

Are there any restrictions on your right to work in Ireland

Yes:  No:

If yes, please give details: \_\_\_\_\_

**3. Leaving Certificate of Equivalent**

**Year Obtained:** \_\_\_\_\_

Subject	Honours/Pass	Grade Achieved

**4. Health and Safety Courses or Courses Relevant to the Post**

Name of School/ College	Course Title	Date From	Date To	Grade Obtained/ FETAC Level	Certified By

Any other information with regard to Courses:

**5. Experience, if any, of Caretaking/Cleaning /Gardening Duties or Care of Boilers, Electrical Appliances etc. (if none, write "NONE")**

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**7. Any other relevant information in support of your application**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Caretaker.

**8. Details of Referees**

Please provide the names and addresses of two referees from whom WWETB can request references on your behalf. One should be a recent or most recent employer. Both referees should have been in a position of responsibility within the employing organisation(s). They must not be related to you, or be known to you as a friend. [Please note: your referees will be contacted without further communication with you. References may be taken up prior to interview. All appointments are subject to references satisfactory to WWETB.

1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee
<b>Name:</b>	<b>Name:</b>
<b>Organisation Name:</b>	<b>Organisation Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone No. &amp; Ext:</b>	<b>Telephone No. &amp; Ext:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Position Held:</b>	<b>Position Held:</b>
<b>Your work connection with this referee:</b>	<b>Your work connection with this referee:</b>
<b>If you were known by another name when employed please specify:</b>	<b>If you were known by another name when employed please specify:</b>
<b>Dates of employment to/from (if applicable):</b>	<b>Dates of employment to/from (if applicable):</b>

## 8. Declaration

### Please read before signing this application form

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence. WWETB may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The organisation may data match information it holds about its employees for the prevention and detection of crime.

I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to WWETB making such reasonable enquiries as it sees fit in respect of my application. I accept that once I have commenced employment, WWETB will be entitled to terminate my contract without notice or withdraw the offer of employment if information in this application is untrue or inaccurate or if there are material omissions from it.

Before signing this form, please ensure that you have replied fully to all questions asked.

<b>Signature</b>	<b>Date</b>
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Completed application forms should be submitted to Recruitment Section, WWETB, Ardavan Business Park, Ardavan, Wexford, clearly marked 'Caretaker Competition' to arrive no later than **4:00pm on Wednesday 30<sup>th</sup> November 2022.**

**Garda Vetting will take place prior to offer of employment.**

Canvassing will automatically disqualify a candidate.

**Waterford and Wexford Education & Training Board is an equal opportunities employer**

**Privacy Notice**

1. Waterford and Wexford Education and Training Board is the data controller. Our address is Ardavan Business Park, Ardavan, Co. Wexford Y35 P9EA. Tel. No. 053 91 23799. Waterford and Wexford Education and Training Board is established under Section 8 of the Education and Training Boards Act 2013. Waterford and Wexford Education and Training Board provides secondary level education; second chance education; further education and training including apprenticeships; Youthwork; community-based education programmes; outreach programmes; specialist programmes, e.g. through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. Our core functions are set out in Section 10 of the Education and Training Boards Act 2013, together with such other matters as are set out in the Education and Training Boards Act 2013, together with such other legal and statutory obligations as may be imposed on the ETB from time to time.
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; previous employment, experience and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>
3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc.), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at

<http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>

4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of WWETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of WWETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain even after you leave our employment). For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>
7. You have the following statutory rights, that can be exercised at any time:
  - Right to complain to supervisory authority (the Office of the Data Protection Commissioner)
  - Right of access
  - Right to rectification
  - Right of erasure
  - Right to restrict processing
  - Right to data portability
  - Right to object to automated decision making/profiling

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