

## **Candidate Campaign Information Pack Psychologist Staff Grade (Dublin Area) Rolling Campaign**

Dear Candidate,

Thank you for your interest in the post of: **Psychologist Staff Grade (Dublin Area) Rolling Campaign**

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration.

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process.

For any informal enquiries regarding the position and job specification please contact:

**Pauline Egan:** [pauline.egan@tusla.ie](mailto:pauline.egan@tusla.ie) / 087-928-4191 OR

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [tuslarecruit@tusla.ie](mailto:tuslarecruit@tusla.ie) or **Tusla Recruit Campaign Manager:**

**Callum Hewitt:** [callum.hewitt@tusla.ie](mailto:callum.hewitt@tusla.ie) / 087-438-4615

Kind Regards,  
Tusla Recruitment Team

## Job Specification

|   |  |
|---|--|
| <b>Job Title, Grade and Grade Code</b>  | <p><b>Psychologist Staff Grade (Dublin Area) Rolling Campaign</b></p> <p>Grade Code: 3689</p>  |
| <b>Campaign Reference Approval Code</b> | PSYCHSGRolling2023   |
| <b>Applications considered Via</b>      | Tusla Recruit Portal only  |
| <b>Opening date for Applications</b>    | Open immediately for applications.   |
| <b>Closing Date for Applications</b>    | <p>You will note that there is no closing date stated for this campaign. This is to allow us to capture as many applicants as possible to fill posts on an on-going basis.</p> <p>We may introduce intermediate 'cut off' dates in order to alert potential applicants that we will be drawing from the applicant pool to fill vacancies. Once we have a sufficient number of applicants we may introduce a final closing date. Interview dates will be communicated to eligible applicants if and when they are scheduled.</p>  |
| <b>Proposed Interview date(s)</b>       | Interviews will be arranged and prioritised for Dublin Areas with immediate opportunities.   |
| <b>Contact for Informal Enquiries</b>   | <p><b>Pauline Egan:</b> <a href="mailto:pauline.egan@tusla.ie">pauline.egan@tusla.ie</a> / 087-928-4191</p> <p><i>Making an <b>informal enquiry</b> gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i></p>  |
| <b>Location of Post</b>                 | <p>There is an initial vacancy in the Dublin South-West / Kildare West Wicklow area of Dublin Mid Leinster region. Base can be negotiable within the area.</p> <p>For Tusla Region / Areas please look at list of <a href="#">Local Area Services</a></p>  |
| <b>Details of Service</b>               | <p>The Child and Family Agency was established on 1<sup>st</sup> January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure.</p> <p>The Agency currently has responsibility for a budget in excess of €800m and delivers its services through circa 5,000 people in 350 locations across the Country.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> |

|                         |  |
|-------------------------|--|
|                         | <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Family Support</li> <li>• Alternative Care</li> <li>• Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Domestic Sexual and Gender Based Violence (DSGBV)</li> <li>• Children's Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p>  |
| <b>Purpose of Role:</b> | <p>The staff appointed to these roles will be assigned to a designated child in care social work team in a specified TUSLA area, working as part of multi-disciplinary team(s) delivering a co-ordinated service to children, young people and their families.</p> <p>The purpose of the post is to participate as a member of a multi-disciplinary team within the Social Work Department to provide a psychology service to young people and their families who are in the care of Tusla.</p> <p>The post holder will work collaboratively with a variety of services to assess and understand the therapeutic needs of young people and their families in the care of Tulsa and respond with interventions that are timely, proportionate, needs led, evidence based and in partnership with the young people and their families. Other key stakeholders could include An Gardaí Siochana HSE primary care, Disability services, CAMHS, Schools, PHN's, GP's, Adult mental health, substance misuse services and other community and voluntary organisations.</p> <p>The staff grade psychologist will be responsible for the delivery of the psychological interventions in line with Tulsa policies and within established professional guidance, standards and policy.</p> <p>The role of psychology in TUSLA is based on the scientific evidence of the impact of accumulated Adverse Childhood Experiences (ACEs) on emotional stability, mental health and daily self-care and living skills immediately, and for the rest of the children's lives. Family disruption and break down, exposure to violence and subjection to abuse are major traumatic events meriting psychological assessments, supports and interventions. These are aimed to alleviate immediate suffering at family crisis points, (re-)stabilise positive developmental pathways in the re-settling periods and provide restorative therapy when an equilibrium has been re-established. The target group of TUSLA psychology services are children and young people whose safety in their family of origin was compromised to such an extent that alternative care had to be implemented. Training, consultation and support for current carers, guardians and support care staff are included as vital parts of the internal TUSLA psychology services. Internal TUSLA psychology services are specific to the issues directly linked to jeopardising a child's place in his/her family (e.g. sexual abuse and offending, exposure to violence) and to the ramifications of in-care experiences (loyalty conflicts between family of origin and care family, being subject to court decisions, stigma of not living with one's family etc.). In providing for a holistic, all-encompassing service and for provision and smooth transition into aftercare/adulthood, close co-operation with other health care providers in primary care, mental health and disability is of paramount importance. The TUSLA psychology service takes the role of an essential secondary service provider in the care pyramid with referral protocols up and down to specialised services of mental health/disability and generic</p> |

|                                    |   |
|------------------------------------|---|
|                                    | services of primary care.   |
| <b>Reporting Relationship</b>      | Your professional reporting relationship will be to the Principal Social Worker for all line management and day to day operational matters. Clinical governance and clinical supervision will be provided by Tusla Principal or Senior Psychologists.   |
| <b>Duties and Responsibilities</b> | <p><b>Main Duties and Responsibilities</b></p> <p><b><u>Professional / Clinical</u></b></p> <ul style="list-style-type: none"> <li>• Be responsible for the delivery of professional psychology services appropriate to the post, in line with best practice.</li> <li>• Carry a clinical caseload appropriate to the post</li> <li>• Provide psychological assessments of the children, young people and their families based upon the appropriate use, interpretation and integration of data from a variety of sources including psychological tests, self-report measures, direct and indirect observation and interviews with clients, family members and/or carers in consultation with the professional network.</li> <li>• Provide psychological assessment, intervention and monitoring of progress and outcome as required for children and young people in the care system in collaboration with their MDT colleagues.</li> <li>• Attending Child in Care reviews and contributing to the child/ young person's statutory care planning as appropriate.</li> <li>• Provide professional reports as required in accordance with professional standards.</li> <li>• Foster an understanding of the role and contribution of psychology by providing professional consultation, education, guidance and support in collaboration with other colleagues.</li> <li>• Communicate effectively and work in co-operation with other team members and others to ensure integrated service provision and collective risk management.</li> <li>• Contribute to and participate in inter-agency work practice and service delivery as required.</li> <li>• Attending Child in care reviews, committees, case conferences, professional and network meetings and Signs of Safety meetings.</li> <li>• Work within limits of professional competence in line with principles of best practice, professional conduct and clinical governance.</li> <li>• Be aware of and refer the children, young people and their families to other services as necessary as part of the care planning.</li> <li>• Work in an ethical and professional manner at all times.</li> <li>• Prepare professional reports and give evidence as required by the courts.</li> <li>• Keep the Principal Social Worker informed of any significant risk in line with relevant local and national protocols.</li> <li>• Promote a culture that values equality, diversity, respect and child centred practice.</li> <li>• Ensure that practice is in line with Tusla's Child and Youth Participation Strategy.</li> <li>• Keep abreast of legislation as relevant to your role.</li> </ul> <p><b><u>Research &amp; Evaluation</u></b></p> <ul style="list-style-type: none"> <li>• Utilise evidence-based literature and research to support effective practice.</li> <li>• Undertake project management including audit and service evaluation with colleagues within the service to help develop service provision.</li> <li>• Participate in evaluation of all clinical activity within the post and provide such information as required by the Principal Social Worker for the purpose of service monitoring and evaluation.</li> <li>• Undertake appropriate research and provide research advice as appropriate.</li> <li>• Publish research outcomes in professionally recognised journals and share information on</li> </ul> |

outcomes at professional conferences where appropriate.

- Represent a professional viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct.
- Contribute to developments and innovative practice in psychology within Tusla.
- Conduct all research activity under the guidance of Tusla's national research office.

#### **Education & Training**

- Attend mandatory training programmes.
- Be informed of advances in professional knowledge and practice.
- Keep abreast of best practice as outlined by the Psychological Society of Ireland
- Participate in continuous professional development initiatives and ensure compliance with statutory registration requirements when required.
- In collaboration with the Senior / Principal Psychologist and Principal Social Worker attend training courses as informed by service requirements and career and personal development planning
- Attend and engage in clinical and line management supervision effectively and in a reflective capacity.
- Support the education of those in post graduate professional psychology training
- Participate in the learning and practice education of students on placement from the MDT team.
- Provide trainings as warranted.

#### **Administrative**

- Maintain appropriate records, databases and statistics in accordance with Tusla requirements and local guidelines, Freedom of Information Act, Data Protection Acts GDPR and other relevant legislation.
- Maintain professional standards with regard to records of children, young people and their families and maintain data confidentiality.
- Actively participate in development and continuing improvement initiatives of psychological services in liaison with the Senior / Principal Psychologist and relevant others including your MDT colleagues.
- Contribute to policy development, performance monitoring, business proposals, service planning and budgetary control in conjunction with the Senior / Principal Psychologist and Principal Social Worker.
- Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care arrangements.
- Assist in ensuring that the psychology service makes the most efficient and effective use of developments in Information and Communications Technology
- Keep up to date with organisational developments within the Tusla and the wider public sector.
- Staff will work within the values and principles as outlined in the national framework of Signs of Safety.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, regulations regarding foster care and residential care etc and comply with associated Tusla protocols for implementing and maintaining these standards as appropriate to the role.
- As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA Child Protection teams.

#### **Health & Safety**

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p>  |
| <b>Eligibility Criteria<br/>Qualifications and /<br/>or Experience</b> | <p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>• Applicants must have a recognised university degree or diploma (Quality and Qualifications Ireland (QQI) level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• A recognised professional post-graduate qualification in clinical, counselling or educational psychology or an equivalent qualification validated by the Department of Health.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Applicants must demonstrate that they have completed a training placement within the area of child, adolescent, and family psychological practice such that the placement fulfils the placement standards set out in the relevant Psychological Society of Ireland accreditation for clinical, counselling, or educational psychology, as appropriate. Supervision during this placement experience must have been fully in line with supervision requirements as outlined within the relevant Psychological Society of Ireland accreditation criteria, subject to any supervision derogations put in place by the professional society during the time the placement was completed.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Applicants must demonstrate that they have sufficient supervised post-qualification experience in the area of child, adolescent, and family psychological practice, such that would fulfil the standards set out in relevant Psychological Society of Ireland accreditation criteria, provided that all required accreditation standards that were in place at the time the qualification was completed were fully achieved. Supervision provided during that experience must have been in line with Psychological Society of Ireland standards For applicants who have qualified outside of the Republic of Ireland, and who have their qualifications validated by the Department of Health, it must also be demonstrated that they have completed supervised experience in child, adolescent, and family psychological practice that is in line with Psychological Society of Ireland standards</li> </ul> <p>AND</p> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Candidates must possess the requisite knowledge and ability, (including a high standard of suitability and ability), for the proper discharge of the duties of the office.</li> </ul> <p><b>Health</b><br/>A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b><br/>Each candidate for and any person holding the office must be of good character.</p>  |
| <b>Skills, competencies and/or knowledge</b> | <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> <li>• Demonstrate an awareness and knowledge of trauma informed practice.</li> <li>• Demonstrate experience of applying evidence based practice.</li> <li>• Demonstrate sufficient professional / clinical knowledge to carry out the duties and responsibilities of the role.</li> <li>• Demonstrate an ability to apply knowledge to best practice.</li> <li>• Demonstrate competence in delivering a professional service.</li> <li>• Demonstrate a commitment to providing a quality service.</li> <li>• Demonstrate knowledge of research methods</li> <li>• Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care.</li> <li>• Demonstrate the ability to manage self in a busy working environment.</li> <li>• Demonstrate the ability to evaluate information and make effective decisions.</li> <li>• Display effective interpersonal skills including the ability to collaborate with children and young people, their families, carers and colleagues etc.</li> <li>• Display awareness and appreciation of the children, young people and their families and the ability to empathise with and treat others with dignity and respect.</li> <li>• Demonstrate an ability to work within models of anti-discriminatory and anti-oppressive practice.</li> <li>• Demonstrate an ability to provide a culturally sensitive service.</li> <li>• Demonstrate effective team skills.</li> <li>• Demonstrate flexibility and openness to change.</li> <li>• Demonstrate ability to utilise supervision effectively.</li> <li>• Demonstrate a willingness to develop Information and Communications Technology skills relevant to the role.</li> <li>• Demonstrate a knowledge of both domestic and international legislation and conventions pertaining to the rights of children, young people and their families.</li> <li>• Demonstrate commitment to continuing professional development.</li> <li>• Demonstrate an awareness of the organisation of Tusla.</li> <li>• Awareness of children and young people's participatory practice</li> </ul> |

|   |  |
|---|--|
|   |  |
| <b>Other requirements of the role</b>   | The post holder will require access to appropriate transport as the post may involve travel.   |
| <b>Application Process</b><br><br><b>Campaign Specific Selection Process</b><br><br><b>Shortlisting / Interview</b> | <p>The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been 'dormant' for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully.</p> <p>Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> |



|  |  |
|--|--|
|  | Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.  |
| <b>Code of Practice</b>  | <p>The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p> |
| <p>Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description and reporting relationships may be reviewed and updated.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p> <p><b>Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</b></p> <p><b>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</b></p> |  |

|                       |   |
|-----------------------|---|
| <b>Tenure</b>         | <p>The current vacancies available are permanent/temporary and whole time/part-time.</p> <p>The posts are pensionable.</p> <p>A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage for each individual post. The purpose of this campaign is to fill immediate urgent vacancies and it is expected that panel placements will cease if expressions are not received within the appropriate processes.</p>  |
| <b>Remuneration</b>   | <p>The Salary scale for the whole time equivalent of this post is:</p> <p>01/03/2023: €56,823 - €60,438 - €63,009 - €65,692 - €68,360 - €71,004 - €74,334 - €78,246 - €82,875 - €87,564 - €91,383 – <b>€94,330 - €97,280 LSIs</b></p> <p>LSIs (Long Service Increments) are represented by emboldened figures. 1st LSI is paid after 3 years on the max, the 2nd LSI after 3 years on LSI1, and the 3rd LSI after 3 years on the 2nd LSI (where applicable).</p> <p>The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in <b>Appendix 5</b>.</p> <p>Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy.</p> <p>Different terms and conditions may apply if the appointee is a currently serving civil or public servant.</p> |
| <b>Working Week</b>   | <p>The standard working week applying to the whole time equivalent of this post is: <b>35</b> hours.</p>  |
| <b>Annual Leave</b>   | <p>The annual leave associated with the whole time equivalent of this post is <b>30</b> days per annum.</p>   |
| <b>Superannuation</b> | <p>This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.</p>   |
| <b>Probation</b>      | <p>A probation period of six (6) months shall apply from the commencement employment, during which contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further period of up to four (4) months. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period.</p> <p>Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.</p>   |

|  |  |
|--|--|
|  |  |
| <b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b> | The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.                              |
| <b>National Standards for Children and Family Services</b>   | <p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a>) and / or the Adoption Authority of Ireland Standards as they apply to the role.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p> |

**This document contains important information regarding this campaign. We recommend that you read this document before making application. In this document we lay out the regulations by which the campaign will be run and we explain the recruitment and selection process. This document outlines what we require from you and in what format it is required. This is to ensure we have the same information from all candidates and that candidates are treated in the same manner.**

### **Recruitment Process**

|                             |
|-----------------------------|
| <b>1. Who should apply?</b> |
|-----------------------------|

We are very interested to receive applications from all suitably qualified individuals who are interested in working with Tusla – Child and Family Agency.

For each post there are criteria that apply to applicants which will determine if you are eligible or ineligible. Eligibility criteria are detailed on the Job Specification for each post.

#### **If I have a disability, can I still apply?**

The Disability Act 2005 sets out a legal obligation on public service bodies to take all reasonable measures to promote and support, in so far as possible, the employment of persons with a disability.

Tusla Recruit has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need. Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for any competition.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your

disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report with your application.

The purpose of the report is to provide Tusla Recruit with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Accessibility Champion, Magda Basinska on [magdalena.basinska@tusla.ie](mailto:magdalena.basinska@tusla.ie)

*Tusla Recruit still expects that any person appointed to a position will have demonstrated an ability to effectively carry out the duties and responsibilities of the role.*

Further eligibility information is available on the appendices detailed below:

- For information on "Non-European Economic Area Applicants" please see Appendix 1.
- For information on Security Clearance please see **Appendix 2**.
- Please note information regarding applicants who are in receipt of pensions from particular superannuation schemes, please see **Appendix 3** for more information on this.

## **2. How do I apply for this post?**

You must complete the Tusla Recruit online application particular to this post. All posts are posted on the following links:

- <http://www.tusla.ie/about/careers-in-tusla> or <http://www.tusla.ie/staff/tusla-internal-jobs> you need to access the link and follow on- line application instructions.

- Please ensure that you have completed your Tusla Recruit Profile in full and you are happy that the information you have provided is accurate.
- The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been 'dormant' for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully.
- As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by any method other than that of the Tusla Recruit online application process.
- Tusla Recruit can only accept complete applications received by the closing date and time specified on the Job Specification.
- You are required to answer **all questions** asked of you on the application form and provide specific dates and details as requested. If you omit information pertinent to your eligibility in the questions asked it may result in your application being deemed ineligible and subsequently not called forward to interview. Information must be clear and outlined in format requested. The onus is on the candidate to provide all information requested in format required on the on-line application form.
- There is no need to sign on-line applications; we will request candidates to sign their application form at interview if called to attend.
- We will not be able to process applications by CV or any other method than that requested.
- Support is available with on-line applications from the Tusla Recruit Team, if you need support please send an email request to [tuslarecruit@tusla.ie](mailto:tuslarecruit@tusla.ie) and put

the words **System Support** in the subject bar of the email. Provide a contact number in the email and then a member of the team will the contact you directly.

We will contact you mainly by mobile phone and emails to your Tusla Recruit Profile. Therefore, we recommend you specify in your application your personal mobile number and you fully complete your Tusla Recruit profile. It is your responsibility to ensure you have access to your mobile voice mails, text messages and your Tusla Recruit Profile. If you choose to use your work mobile and you do not have access to Tusla Recruit you may receive communications that have a time deadline requirement while working away or on leave. Please also ensure that you have registered your profile with an email address that you have access to inside and outside of working hours. If you use your work email and do not have access to this at all times you may miss communications and deadlines. It is your responsibility to be available for Tusla Recruit communications.

### **3. How will the selection process be run?**

- You must complete the official application form in full on line. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
- A selection panel of senior managers will assess your application form against the eligibility criteria to see how your experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore, it is very important that you think about your experience in light of those requirements and provide the detail requested.

There may be a number of stages of selection and short-listing or a ranking exercise may take place. Applicants who meet the eligibility criteria may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment process. Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge sections of the job specification and the information supplied in the competency based application form or eligibility

questions, whichever is used. It is therefore very important that you think about your experience in light of those requirements and that you provide a detailed and accurate account of your qualifications and experience in your application. Please provide dates and details as requested.

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Tusla Recruit may decide that a number only will be called to interview. In this respect, Tusla Recruit provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert panel will examine the application forms against a predetermined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

- Any applicant who did not meet the eligibility criteria/ was not shortlisted will be informed of that decision and the reason why.
- Any candidate invited to interview will be given more details regarding the interview or other additional assessment stages at a later date.

The selection process may involve additional assessments, for example:

- Short listing of candidates on the basis of the information contained in their application
- Online and/or paper- based assessment/ tests/questionnaire(s)
- A qualifying preliminary interview – competency based
- Work sample/role play/ media exercise
- A competency based interview which may include a presentation and any other tests or exercises that may be deemed appropriate. Applicants deemed eligible, will be notified of these additional stages if applicable and may be required to attend additional assessments and interview.



- Candidates who are successful at interview may be placed on a panel (Talent Pool) in order of merit.
- We will offer the posts to the candidates with the highest scores on the panel (Talent Pool).
- Weighting may take place in situations whereby 2 or more candidates are placed in the same position on a panel (Talent Pool). The candidate with the highest score in professional knowledge will be ranked highest.
- If a candidate declines the post we will offer it to the next highest scoring candidate etc.
- Tusla Recruit must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. Tusla Recruit determines the merit, appropriateness and relevance of references. Tusla Recruit reserves the right to remove candidates from specific recruitment panels (Talent Pools) and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note Tusla Recruit may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. Tusla Recruit reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

**Please note:**

**Where Qualifications are deemed essential within the eligibility criteria, unless otherwise stated on the job specification all qualifications essential are to be in full and complete.**

**Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on the date specified within the Job Specification/Candidate Information Pack, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign.**

**Please note that, given the volume of applications, Tusla Recruit is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come**

under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out above. Tusla Recruit reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the campaign at any stage.

An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Where QQI is referred to within the essential criteria further detail can be found here: <https://www.qqi.ie/>

#### **4. Acceptance / Declination of a Job Offer**

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel (Talent Pool).

Please note that any such communications will be made via the email address that you have registered your Tusla Profile with. As such please also ensure that you have registered your profile with an email address that you have access to inside and outside of working hours. If you use your work email and do not have access to this at all times you may miss communications and deadlines. It is your responsibility to be available for Tusla Recruit communications.

***Please note that some appointments are also subject to internal HR sequencing arrangements and legal obligations/agreements.***

#### **5. Campaign Time Scales**

The Closing date for this position is as stated in the Job Specification.

It is anticipated that interviews will be scheduled on the dates as specified in the Job Specification. Therefore, we advise that you note these dates in your diary now as due to the limited availability of the interview board it is unlikely that an alternative interview date and time can be offered. Interviews will be held in person only, therefore candidates must be available to present for interview.

## **6. Security Clearance**

Our office will seek Garda Vetting for all of your residences in the Republic of Ireland and Northern Ireland.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career with Tusla we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 2** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

## **7. Commission for Public Service Appointments – Codes of Practice**

Appointments in Tusla are made under a recruitment license and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Under the Codes of Practice candidates are entitled to request a review of any part of the appointment process or make a complaint regarding any part of the process that they feel is unfair or has been applied unfairly to them.

Candidates are entitled to one of two forms of review procedure which are mutually exclusive - a Section 7 review **or** a Section 8 complaint. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure.

Candidates should in the first instance make an informal request for review to the Tusla Recruit Campaign Manager via [tuslarecruit@tusla.ie](mailto:tuslarecruit@tusla.ie). Please note that informal reviews

prior to interview must be requested within 2 working days of receipt of a decision. Informal appeals after interview must be requested within 5 working days of notification of a decision.

**Please note:**

**A Candidate who is simply seeking clarification on the basis for the decision reached about their candidature should obtain this feedback from the Tusla Recruit Campaign Manager. They do not need to invoke any of the procedures referred to above. Such feedback will be properly managed by the Tusla Recruit Campaign Manager as an integral part of the appointment process.**

In addition, The Public Services Management (Recruitment and Selection) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 5 and Section 9 of the Code of Practice under the Act.

These obligations are as follows:

**Section 5**

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

- Knowingly or recklessly make a false or a misleading application
- Knowingly or recklessly provide false information or documentation
- Canvass any person with or without inducements
- Impersonate a candidate at any stage of the process
- Knowingly or maliciously obstruct or interfere with the recruitment process
- Knowingly and without lawful authority take any action that could result in the compromising of any test material or any evaluation of it
- Interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence and it is the policy of Tusla to report any such above contraventions to An Garda Síochána.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment/selection process, then, in accordance with the Public Services Management (Recruitment and Selection) Act 2004:

- Where s/he has not been appointed to a post, s/he shall be disqualified as a candidate and;
- Where s/he has been appointed as a result of that process, s/he shall forfeit that appointment.

### Section 9

Any unreasonable conduct by the candidate may result in their contact being restricted.

Candidates shall not display the following types of behaviour which the Commission considers

‘Unreasonable Conduct’:

- Unreasonable persistence
- Unreasonable lack of cooperation
- Unreasonable arguments
- Unreasonable behaviour

Examples of Unreasonable Conduct include:

- Insisting that an issue be reviewed again by another officer.
- Expecting immediate responses to requests or communications.
- Insisting their version of events be accepted as fact where there is no objective evidence to support this.
- Impolite or aggressive conduct.

The decision to restrict access may include:

- Requesting the individual make contact in a particular form, for example by letter only.
- Requiring contact to take place with a named officer only.
- Restricting telephone calls from the individual to specified days and timeframes.
- Restricting telephone calls from the individual to specified days and timeframes.
- Restricting telephone calls from the individual to specified days and timeframes.
- Restricting access to the offices of an organisation.
- Asking the customer to enter into an agreement about their future conduct.
- Refusal to pursue a complaint or request for a review.
- Terminating all contact with the complainant.

We encourage you to visit [www.cpsa.ie](http://www.cpsa.ie) for further information on the Code of Practice.

## Appendix 1

### (i) EEA Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Iceland, Liechtenstein, Norway and Switzerland.

### (ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

#### And

A scanned copy of your current Certificate of Registration (GNIB card/IRP Card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

#### Or

A scanned copy of your current Certificate of Registration (GNIB card/IRP Card) showing Stamp 3 and scanned copies of the following:

Marriage/Civil Partnership Certificate

#### And

Spouse's passport showing their identification and current immigration stamp **and** their current GNIB card/IRP card showing Stamp 1, 4 or 5

#### Or

If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current GNIB card/IRP card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

**Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.**

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website [www.dbei.ie](http://www.dbei.ie)

**Please note:**

Tusla Recruit welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

**Appendix 2**

All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career with Tusla we would strongly advise that you commence seeking international security clearances now.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

The following websites may be of assistance to you in this regard:

### **United Kingdom**

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

[Metropolitan Police Service - Your right to information](#)

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

[www.north-wales.police.uk](http://www.north-wales.police.uk)

The <http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

### **Australia**

[www.afp.gov.au](http://www.afp.gov.au) This website will provide you with information on obtaining a national police clearance certificate for Australia

### **New Zealand**

[www.courts.govt.nz](http://www.courts.govt.nz) This website will provide you with information on obtaining police clearance in New Zealand.

### **United States of America**

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

### **Other Countries**

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.



Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn. When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**

### **Appendix 3**

#### **Persons in receipt of a pension from specified Superannuation Schemes**

Former health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension Schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme
- Among the Voluntary Early Retirement Schemes referred to above are the following:
  - Incentivised Scheme of Early Retirement (ISER)
  - Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by Tusla, Child & Family Agency before applying for posts to be filled through this recruitment campaign.

#### **Abatement of Pension (Section 52 of Public Service Pensions Act 2012)**

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a

situation where the total of a person's pension combined with their salary from their new posts, exceeds the updated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective whether the relevant pension was accrued in the same Pension Scheme which applied to the new appointment, or in another Public Pension Scheme.

## **Appendix 4**

### **General Data Protection Regulation for Tusla Recruit**

Contact details for the Data Protection Office are as follows:

Our Data Protection Officer can be contacted by email at [datacontroller@tusla.ie](mailto:datacontroller@tusla.ie) or by telephone on +353 1 771 8500 or by post at Brunel Building, Heuston South Quarter, Dublin 8.

The basis for processing your personal data is to process your application for the position you have applied for with Tusla Child and Family Agency.

Storage period – your application will be retained for one year from the date a panel for the position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (Panels in some cases may be extended for a further one year or two years).

You have a right to make a data access request to Tusla Child and Family Agency and this can be done in writing to [datacontroller@tusla.ie](mailto:datacontroller@tusla.ie)

## **Appendix 5**

### **Incremental Credit**

Incremental credit may be given on appointment for certain types of relevant previous experience in administrative, allied health professional and associated grades, nursing and non-nursing grades.

### **Social Worker Grades**

Relevant service in public and private social work services is reckonable for incremental service, if it is deemed that role required the candidate to hold the same qualification and the duties and responsibilities are deemed 'like for like'. Job specifications may be referred to for role clarity on verification of service.

### **Social Care Worker Grades**

Relevant service in public and private social care services is reckonable for incremental service, if it is deemed that role required the candidate to hold the same qualification and the duties and responsibilities are deemed 'like for like'. Job specifications may be referred to for role clarity on verification of service.

### **Nursing Grades**

All relevant service in public and private healthcare is reckonable for incremental service.

### **Management/ Administrative Grades**

Incremental credit is granted for all relevant Public/Civil Service (Ireland or abroad). Private Service is not reckonable service for Management/ Administrative Grades.

Relevant public/civil service is reckonable for incremental purposes, if it is deemed that role required the candidate to carry out the same duties and responsibilities (deemed 'like for like') at same or equivalent grade. Job specifications may be referred to for role clarity on verification of service.

### **EWO Grades**

Relevant service in public and private sectors is reckonable for incremental purposes if it is deemed that the previous role required the candidate to hold the same qualifications and the duties and responsibilities are deemed 'like for like'. Job specifications may be referred to for role clarity on verification of service.

Relevant previous experience must be in one of the following areas:

- Youth Work
- Social Care
- Social Work
- Community Development
- School Completion Programme
- Teaching at primary or secondary school level
- Home School Community Liaison
- Garda Diversion Project
- NGO associated with families and children

The onus is on the candidate to claim incremental credit for previous service. Candidates claiming credit for previous service will be required to give comprehensive and accurate information in support of their claim. Credit for previous service will not be awarded until the employing department has satisfactorily completed such measures as it considers appropriate to authenticate the claim.

- All Verification of Service forms received should be stamped and signed by the relevant organisation
- Where part-time or agency is stated as employment or it is unclear what the weekly hours worked were, confirmation of hours per week should be sought to ensure that they have worked more than 4 hours per week
- Where it is not clear that the grade and the duties are at the same or equivalent grade a job description should be sought so a comparison of the duties and required qualifications can be made before awarding incremental credit
- When calculating incremental credit, the dates of service should not overlap.

### **General Declaration**

It is important that you read this Declaration carefully and then sign it in the space below.

Part 1:

Obligations Placed on Candidates who participate in The Recruitment Process.

The Public Services Management (Recruitment and Selection) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 5 and Section 9 of the Code of Practice under the Act.

These obligations are as follows:

#### **Section 5**

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

- Knowingly or recklessly make a false or a misleading application
- Knowingly or recklessly provide false information or documentation
- Canvass any person with or without inducements
- Impersonate a candidate at any stage of the process

- Knowingly or maliciously obstruct or interfere with the recruitment process
- Knowingly and without lawful authority take any action that could result in the compromising of any test material or any evaluation of it
- Interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of Tusla to report any such above contraventions to An Garda Síochána.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment/selection process, then, in accordance with the Public Services Management (Recruitment and Selection) Act 2004:

- Where s/he has not been appointed to a post, s/he shall be disqualified as a candidate and;
- Where s/he has been appointed as a result of that process, s/he shall forfeit that appointment

#### Section 9

Any unreasonable conduct by the candidate may result in their contact being restricted.

Candidates shall not display the following types of behaviour which the Commission considers

‘Unreasonable Conduct’:

- Unreasonable persistence
- Unreasonable lack of cooperation
- Unreasonable arguments
- Unreasonable behaviour

#### Part 2:

Declaration: ‘I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Child and Family Agency to the making of such enquiries, as the Child and Family Agency deems

necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Child and Family Agency to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Child and Family Agency with any information relevant to my application or to my continued employment with the Child and Family Agency or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.'

Failure to sign application will render it invalid.\*

Signed: \_\_\_\_\_

(Candidate Name) Date: \_\_\_\_\_

**\*Important: If you are submitting your application via Tusla Recruit online we will accept the Declaration unsigned once you have confirmed understanding of the document via the system process but you will be required to sign the Declaration at interview should you be invited to attend.**