

**Candidate Campaign Information Pack**

**HR SAP Super-user**

**Grade V**

**(Grade Code 0566)**

Dear Candidate,

Thank you for your interest in the post of HR SAP Super-user Grade V.

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:

Elaine Grey, HR Business Systems and Process Supports Manager on 01 7718821 or 087-6043732

E-mail: [elaine.grey@tusla.ie](mailto:elaine.grey@tusla.ie)

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 Siobhan Mahon (01) 771 8584 or E-Mail: [siobhan.mahon@tusla.ie](mailto:siobhan.mahon@tusla.ie).

Kind Regards,

Tusla Recruitment Team

**TUSLA - CHILD AND FAMILY AGENCY**

**Job Specification and Terms and Conditions Template**

**Grade V - HR SAP Super-user**

<b>Job Title and Grade Code</b>	HR SAP Super-user (Grade V) 0566
<b>Campaign Reference/Approval</b>	TR2017027
<b>Opening date for applications</b>	9 <sup>th</sup> March 2017
<b>Closing Date for applications</b>	5.00 pm 23 <sup>rd</sup> March 2017
<b>Interview Date(s)</b>	Interviews are scheduled for week of 3 <sup>rd</sup> April 2017
<b>Informal enquiries</b>	Elaine Grey, HR Business Systems and Process Supports Manager  01 7718821 or 087-6043732  e-mail: <a href="mailto:elaine.grey@tusla.ie">elaine.grey@tusla.ie</a>
<b>Location of Post</b>	This post is based in  Corporate Offices, Brunel Building, Heuston South Quarter, Dublin 8
<b>Organisational Area</b>	Human Resources, Tusla - Child and Family Agency
<b>Details of Service</b>	National HR Business Services & Support Division leads and supports Tusla HR Business Units in national policy and procedure ensuring consistency of approach and governance in all aspects of HR delivery.  Overarching responsibility to drive HR Policy and procedure ensuring any legislative changes are reflected nationally and implemented across systems and processes and through HR units and managers of same.  Single source of Tusla HR management information and information analysis, reporting to internal and external stakeholders, enabling business decisions in line with the strategic vision of the Agency.  Govern Tusla SAP HR/Payroll system, user access, system developments, and data integrity across all processes, and procedures.

	Manage the relationship with HBS HR stakeholders to ensure high level of service and efficiency across transactional HR processes to Tusla staff and managers
<b>Reporting Relationship</b>	HR Business Systems and Process Supports Manager
<b>Purpose of the Post</b>	<ul style="list-style-type: none"> <li>To provide front line support to users on system functionality and business process issues for all SAP HR users within the organisation for the identified SAP roles.</li> </ul>
<b>Principal Duties and Responsibilities</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintain and validate the HR Org structure to ensure it reflects the organisation.</li> <li>Maintain the OM module and ensure data integrity.</li> <li>Develop and streamline SOP's in line with HR Policy/ legislation.</li> <li>Review SOP's in line with HR Policy/ legislation.</li> <li>Develop HR reports for business needs.</li> <li>Production of HR reports, monthly, quarterly and ad hoc.</li> <li>Provide first line support expertise and knowledge for HR Departments and SAP users for their identified role(s) across SAP HR modules including Organisational Management, Time Recording, Time Profiles and reports.</li> <li>Ensure appropriate governance over SAP user Access.</li> <li>Maintain, update and reset SAP user access.</li> <li>Maintain SAP user database for Agency.</li> <li>To provide training to users where required.</li> <li>Liaise with HBS HPSA on system issues.</li> <li>Liaise with HBS HR/ Payroll on Process issues.</li> <li>Provide troubleshooting solutions when errors arise or a system issues occur.</li> <li>Participates in training/knowledge transfer updates provided by the HBS HPSA Support Team.</li> <li>Work with HBS HPSA Project Team in implementing SAP upgrade(s).</li> </ul> <p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>Participate in mandatory training programmes.</li> <li>Maintain own knowledge of relevant HR procedures, practices and employment legislation.</li> <li>Pursue continuous professional development in order to develop professional knowledge.</li> </ul>

	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Promote a safe working environment in accordance with Health and Safety legislation.</li> <li>Be aware of and implement agreed policies, procedures and safe professional practice by adhering 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 role for example, Standards for Healthcare, National Standards for Child Protection and Care, The Child First Act 2015 and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.</li> </ul> <p><i>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.</i></p>
<p><b>Eligibility Criteria</b></p>  <p><b>Qualifications and/or experience,</b></p>	<p>At the latest date for receipt of completed application forms for this post the candidate will be required to:</p> <ul style="list-style-type: none"> <li>Be currently in direct employment with Tusla – Child and Family Agency or the HSE</li> <li>Have at least two years administrative experience in a designated office within the Services</li> <li>Minimum 1 year working knowledge of SAP HR and SAP HR processes</li> <li>Excellent MS Office skills including a high proficiency in MS Excel</li> <li>Have sufficient administrative capacity and experience to discharge the outlined requirements of this role</li> </ul> <p><b>Health</b></p> <p>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></p> <p>Each candidate for and any person holding the office must be of good character</p>

	<p><b>Age</b></p> <p>No age restriction shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
Skills, competencies and/or knowledge	<p><b>Professional Knowledge and Experience</b></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Knowledge of the HR legislation and circulars that govern HR processes.</li> <li>• A working Knowledge and experience of SAP HR and SAP HR processes.</li> <li>• An ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy Unit.</li> <li>• An understanding of the importance of accuracy and validation when inputting data.</li> <li>• Excellent MS Office skills including a high proficiency in MS Excel.</li> </ul> <p><b>Planning &amp; Managing Resources</b></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Excellent planning and organisational skills including using computer technology effectively.</li> <li>• The ability to manage deadlines and effectively handle multiple tasks.</li> <li>• The ability to manage within allocated resources and a capacity to respond to changes in a plan.</li> </ul> <p><b>Working With And Through Others</b></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• The ability to work independently and as part of a team - to establish a good working relationship with a wide range of internal and external stakeholders.</li> <li>• The ability to manage their performance and achievements within a team environment.</li> <li>• Actively help and support team to achieve team goals.</li> <li>• Can influence internal and external stakeholders and present persuasive arguments based on evidence and knowledge of the role.</li> <li>• Build effective working relationships.</li> </ul>

	<p><b>Commitment to a Quality Service</b></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Great attention to detail and quality.</li> <li>• Awareness and appreciation of the customer/ stakeholders.</li> <li>• A commitment to promoting and maintaining high work standards.</li> <li>• Strives to achieve quality by checking and monitoring work for accuracy and ensuring guidelines and procedures are followed.</li> <li>• A commitment to providing a professional service to internal and external stakeholders.</li> <li>• Is committed to achieving high standards even in pressurised or difficult conditions.</li> <li>• Constantly develops own skills in order to improve standards of performance.</li> <li>• Sets high standards for others and strives to ensure that these standards are met.</li> </ul> <p><b>Evaluating information &amp; judging situations</b></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Gathers information from enough sources and other people to make well founded decisions.</li> <li>• Takes information on board quickly and accurately.</li> <li>• Thinks through decisions to make sure they are in line with policy and best practice.</li> <li>• Appropriately involves others and escalates decisions when required</li> <li>• Makes decisions and solves problems in a timely manner before they accumulate.</li> </ul> <p><b>Communications &amp; Interpersonal Skills (Global Assessment)</b></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills including the ability to present information in a clear and concise manner.</li> <li>• Strong written communication skills.</li> <li>• Communicates effectively with a wide variety of people using a variety of methods ensuring that message is clearly understood.</li> </ul>

<b>Competition Specific Selection process</b>	Competency Based Interview.
<b>Shortlisting</b>	<p>Applicants may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment documentation</p> <p>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 section of this job specification and the information supplied in the competency based application form if used.</p>
<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 &amp; 1988 and the Freedom of Information Act 2014.</p>

## CHILD AND FAMILY AGENCY

### Terms and Conditions of Employment

#### HR SAP Super-user - Grade V

<b>Tenure</b>	<p>The appointment is whole-time and of Indefinite Duration. The post is pensionable.</p> <p>A Talent Pool will be formed from which current and future fixed term or Indefinite Duration posts of whole time or part time duration will be filled for this area.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2014 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<b>Remuneration</b>	<p>The Salary scale for the post is (Grade V Salary Scale); €40,209; €41,522; €42,834; €44,146; €45,458; <b>LSI €46,980 and LSI €48,496.</b></p>
<b>Working Week</b>	<p>The standard working week applying to the post is: 37 hours.</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post is 30 days per annum.</p>
<b>Superannuation</b>	<p>All pensionable staff become members of the pension scheme.</p>
<b>Probation</b>	<p>Every appointment of a person who is not already a permanent officer of the Child &amp; Family Agency/ Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</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

1. Who should apply?
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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.

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 we cannot accept applications from 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.
- 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 been 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.

### **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.

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

The time lines and panel (Talent Pool) 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).

#### **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. Appeal Procedures

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 appeal any part of the appointment 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 **or** a Section 8 review. 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 appeal to Tusla Recruit Campaign Manager [tuslarecruit@tusla.ie](mailto:tuslarecruit@tusla.ie) Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

We encourage you to visit [www.cpsa.ie](http://www.cpsa.ie) for further information on the code of practice and informal and formal review procedures.

## **Appendix 1**

### **(i) EEA Nationals**

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

### **(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) showing Stamp 1, Stamp 4/4EUfam, Stamp 5

#### **Or**

A scanned copy of your current Certificate of Registration (GNIB 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 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 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 Jobs, Enterprise and Innovation website [www.djei.ie](http://www.djei.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**

#### **Candidates who CANNOT APPLY**

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

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

Tusla and the HSE has implemented a policy which prohibits the rehire of retired members of Tusla and the HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for Tusla/ the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one of the following Pension Schemes:

1. Local Government Superannuation Scheme (LGSS)
2. HSE Employee Superannuation Scheme
3. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
4. Nominated Health Agencies Superannuation Scheme (NHASS).

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Former Health Service and public sector employees must ensure that they adhere to their contractual obligations where they have previously availed of the Incentivised Scheme of Early Retirement (ISER), 2010 Voluntary Early Retirement Scheme (VER) or 2010 Voluntary Redundancy Scheme (VRS).

### **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 4 of the Code of Practice under the Act.

These obligations are as follows:

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

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.**