

**Garda Vetting/Recruitment Services Officer - Grade VII**

**Grade Code 0582**

Dear Candidate,

Thank you for your interest in the post of **Garda Vetting/Recruitment Services Officer - Grade VII**

This Candidate Pak 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:

Anne Carroll, Recruitment Operations Manager 01 7718596/0871183720

e-mail: [annem.carroll@tusla.ie](mailto:annem.carroll@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).

Kind Regards,

Tusla Recruitment Team

## TUSLA - CHILD AND FAMILY AGENCY

### Job Specification and Terms and Conditions Template

<b>Job Title and Grade Code</b>	Garda Vetting/Recruitment Services Officer - Grade VII Grade Code 0582
<b>Campaign Reference/Approval</b>	TN2016379
<b>Opening date for applications</b>	29 <sup>th</sup> August 2016
<b>Closing Date for applications</b>	9 <sup>th</sup> September 2016 at 12 noon
<b>Interview Date(s)</b>	Interviews are scheduled for 16th September 2016
<b>Informal enquiries</b>	Anne Carroll, Recruitment Operations Manager 01 7718596/0871183720 e-mail: <a href="mailto:annem.carroll@tusla.ie">annem.carroll@tusla.ie</a>
<b>Location of Post</b>	This post is based in The 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>	Tusla Recruitment & Talent Management Service is responsible for the provision of a safe and efficient recruitment service for the majority of

	<p>disciplines and grades of staff in Tusla – Child and Family Agency.</p> <p>Tusla Recruit Service provides a full recruitment service from advertisement to appointment stage. The service operates in a busy, pressurised environment and strives to respond to service needs in an efficient manner.</p> <p>The recruitment needs of Tusla continue to grow and responding creatively and quickly to the needs of the organisation is an essential element of our business strategy. Tusla Recruit Service must ensure its recruitment processes are in line with best practice and HR and public service legislative requirements while responding to critical services needs.</p> <p>The Tusla Garda Vetting Unit is new and an additional function of Tusla Recruit Services. The Unit will act as a main point of contact between Tusla - Child and Family Agency and the Garda National Vetting Bureau and provide a comprehensive service in relation to all Garda Vetting activities within the agency in line with the relevant legislation.</p> <p>Tusla Recruit Service work closely with senior management, service managers and corporate functions in designing and implementing recruitment strategies that allow for safe and efficient recruitment.</p>
<b>Reporting Relationship</b>	<p>The Recruitment Officer will report to the Head of Recruitment &amp; Talent Management and to the Recruitment Operations Manager.</p>
<b>Purpose of the Post</b>	<p>To establish the E-Vetting Garda Vetting Service within Tulsa – Child and Family Agency. To assist in the delivery and the operational management of Garda Vetting Unit within Tusla in line with the Child and Family Agency’s policy and strategy. Assist on ensuring best practice standards and efficiencies are met and play a key role in providing guidance and support to designated team in line with relative legislation.</p> <p>Provides advice, information and administrative support to appointed Appropriate Persons, Line Managers and those applying to work within Tusla in relation to Garda Vetting and international vetting in line with best practice and relevant legislative provisions.</p> <p>To be the key liaison person to link with the designated Appropriate Officers assigned within the agency and ensure the provision of the services provided by Tusla Garda Vetting Unit meet the requirement of the services</p>

	<p>and in line with associated legislation.</p> <p>To provide direct support and take the lead on other recruitment and talent management related projects in line with the overall Recruitment and HR Strategy.</p>
<b>Principal Duties and Responsibilities</b>	<p><b>The Garda Vetting/Recruitment Services Officer will:</b></p> <ul style="list-style-type: none"> <li>• Assist with the establishment of this new service within HR Department and Recruitment Services.</li> <li>• Manage the day to day activities of the team (Authorised Signatories/Liasion Persons) assigned. Provide advice and guidance to internal and external stakeholders of the process.</li> <li>• Work closely with the appointed 'Appropriate Persons' and service providers to ensure the Tusla Garda Vetting Unit meets the needs of the organisation with regard to vetting requirements, processes and relative legislation.</li> <li>• Ensure high standards of administration are achieved. Ensure the process and systems comply with the Data Protection Act 1988 &amp; 2003, Garda Vetting Bureau legislation 2012 and relevant law, policy, procedures and guidelines that govern the Child and Family Services.</li> <li>• Work closely with management and the team to deliver on the HR/Recruitment strategy and plans for Tusla – Child and Family Agency</li> <li>• Adhere to legislation impacting on the vetting process and ensure that working practices meet legislative needs</li> <li>• Be aware of risk management issues, identify risks and plan for appropriate action</li> <li>• Continually monitor work flow requirements within the team and reassign staff as required</li> <li>• Build and maintain constructive relationships with internal and external stakeholders and customers</li> <li>• Support the development and implementation of robust reporting/management information systems to facilitate accurate and up to date reporting</li> <li>• Promote good working practice and uniformity of standards</li> <li>• Proactively engage in the development of IT systems as they apply to service / administration improvements / efficiencies</li> <li>• Take a lead role on the implementation other Recruitment and Talent Management Projects to promote Recruitment as an internal service. Undertake projects related to promoting the Tulsa Brand and Tusla – Child and Family Agency as an employer of choice</li> </ul> <p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Effectively manage assigned members of the Tusla Garda Vetting Team, promote good team working and a culture that values diversity</li> <li>• Actively participate in the recruitment, retention and development of staff including continuous assessment. Promote a culture within the</li> </ul>

	<p>team of continuous professional development in order to develop professional knowledge</p> <ul style="list-style-type: none"> <li>• Empowers individuals within the team to take responsibility for their own performance</li> <li>• Identify in consultation with the Recruitment Operations Manager the training and development requirements for the team.</li> <li>• Maintain staff records in line with best practise</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><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 recruitment and HR procedures, practices and employment legislation</li> <li>• Pursue continuous professional development in order to develop professional knowledge</li> <li>• Provide training as identified to develop others' knowledge of relevant recruitment procedures/ processes</li> </ul> <p><i><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></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 experience in a designated office within the Services</li> <li>• Have at least two years experience of working within a HR Setting</li> </ul>

	<p>and have a solid working knowledge of Human Resource practices with an understanding of relevant legislation, policies and procedures</p> <ul style="list-style-type: none"> <li>• Demonstrated skills in employee supervision and ability to lead change and innovation</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>
<b>Skills, competencies and/or knowledge</b>	<p><b>Professional Knowledge</b></p> <ul style="list-style-type: none"> <li>• Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility. Keeps themselves and assigned staff member's up to date with legislation and policy relevant to the department.</li> <li>• Demonstrated skills in employee supervision and HR administration. Interpersonal skills to effectively motivate others.</li> <li>• Ability to lead change and innovation.</li> </ul> <p><b>Working With And Through Others</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to work independently as well as work with a wider (multidisciplinary / multi-agency) team in a complex and changing environment.</li> <li>• Is persuasive and effectively sells the vision; commands attention and inspires confidence. Sets high standards for the team and puts their work, and the work of the organisation into meaningful context.</li> </ul>

	<p><b>Planning &amp; Organising and Delivery of Results:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines</li> <li>• Has a proven ability to proactively identify areas for improvement and to develop practical solutions for their implementation</li> <li>• Proven ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes</li> <li>• Has the ability to use resources effectively, challenging processes to improve efficiencies where appropriate</li> <li>• Assumes personal responsibility for and delivers on agreed objectives/goals</li> <li>• Ensures all outputs are delivered to a high standard and in an efficient manner</li> </ul> <p><b>Evaluating Information, Problem Solving &amp; Decision Making</b></p> <ul style="list-style-type: none"> <li>• Has excellent analytical, problem solving and decision making skills</li> <li>• Shows the ability to quickly grasp and understand complex issues and the impact on service delivery</li> <li>• Demonstrated the ability to confidently explain the rationale behind decision when faced with opposition</li> <li>• Has a proven ability to make sound decisions with a well-reasoned rationale and to stand by these Initiative in the resolution of complex issues</li> <li>• Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions</li> <li>• Is resourceful and creative, generating original approaches when solving problems and making decisions</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>

<p><b>Code of Practice</b></p>	<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>
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## CHILD AND FAMILY AGENCY

### Terms and Conditions of Employment

#### Garda Vetting and Recruitment Services Officer - Grade VII

<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 VII Salary Scale); €47,015, €48,186, €49,558, €50,933, €52,314, €53,545, €54,801, €56,022, €57,234, <b>€59,322, €61,417 LSI</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>

## **Recruitment Process**

### **1. Who should apply?**

We are very interested to receive applications from all suitably qualified individuals who are interested in working with Tusla.

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.

- 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.

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. 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 board of senior managers will assess your application form against the eligibility criteria to see how your individual 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.
- There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation
- Any applicant who did not meet the eligibility criteria/ was not shortlisted will be informed of that decision and the reason why.
- Candidates who have demonstrated the requisite skills and experience will be called to interview.
- Any candidate invited to interview will be given more details regarding the interview at a later date.
- 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).
- 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.**