



Candidate Campaign Information Pack Solicitor Trainee Programme

Dear Candidate,

Thank you for your interest in the Solicitor Trainee Programme.

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:
Pamela Benson, Head of Legal Services, pamela.benson@tusla.ie

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via graduatepgsw@tusla.ie
or **Tusla Recruit Campaign Manager**: Callum Hewitt, callum.hewitt@tusla.ie

Kind Regards,

Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency
Job Specification

Job Title, Grade and Grade Code	Solicitor Trainee Programme Grade Code: 0558
Campaign Reference Approval Code	SLT2025
Applications considered Via	Applications are invited by CV, together with a personal statement clearly stating suitability for the role as linked to the stated competencies (250 words max) to graduatepgsw@tusla.ie by 3pm on 9 th May 2025. This application process is fully outlined within section 2 of the 'recruitment process' section of this Candidate Information Pack. Please take note of the guidance given relating to CV, personal statement.
Opening date for Applications	24 th April 2025
Closing Date for Applications	3pm 9 th May 2025
Proposed Interview date(s)	May 2025 via MS Teams - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Pamela Benson, Head of Legal Services, pamela.benson@tusla.ie <i>Making an informal enquiry 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>
Location of Post	Headquarters will be Brunel Building, Heuston South Quarter, Dublin 8. Your place of work during the in-house elements of the Trainee Solicitor Programme. When the assignee is required to travel on official duty the assignee will be paid appropriate travelling expenses and subsistence allowances, subject to standard Tusla process. For Tusla Region/ Areas please look at list of Local Area Services
Details of Service	1. Introduction to Tusla Tusla, the Child and Family Agency, was established on 1 January 2014, under the Child and Family Agency Act 2013, to support and promote the development, welfare and protection of children and young people, and the effective functioning of families.

The Child and Family Agency is the dedicated State agency responsible for improving wellbeing and outcomes for children. It represents the most comprehensive reform of child protection, early intervention and family support services ever undertaken in Ireland. The Agency brings together some 5,500 staff and an operational budget of approximately €1.2 billion.

The Agency operates under the Child and Family Agency Act 2013, a progressive piece of legislation with children at its heart, and families viewed as the foundation of a strong healthy community where children can flourish. Partnership and co-operation in the delivery of seamless services to children and families are also central to the Act.

Since the establishment of Tusla, the Child & Family Agency, and as we mark our 10th year in existence in 2024, we have seen a significant year-on-year increase in the demand for our services, the expansion of services under our remit and the development of new services. Tusla is part of an extensive system responsible for service provision to children, young people, and families in Ireland. We work with our parent department, the Department of Children, Equality, Disability, Integration and Youth (DCEDIY), as well as key partners such as the Health Service Executive (HSE), other Government Departments (Department of Education (DOE), Department of Justice (DOJ), Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), Department of Health (DOH), Department of Social Protection (DOSP)), An Garda Síochána (AGS), Local Authorities, over 650 funded community and voluntary partner agencies, and foster carers, to provide a broad range of services in communities across the country that help us to fulfil our statutory responsibilities, deliver key actions as identified in this plan and support our primary objective to achieve better outcomes for children and young people. We also support government and statutory partners in other strategies such as Young Ireland, First Five, the Irish Youth Strategy and the upcoming National Mental Health Promotion Plan.

2. Tusla's Remit

Under the Child and Family Act, 2013 the Child and Family Agency is charged with:

- Supporting and promoting the development, welfare and protection of children, and the effective functioning of families;
- Offering care and protection for children in circumstances where their parents have not been able to, or are unlikely to, provide the care that a child needs. In order to discharge these responsibilities, the agency is required to maintain and develop the services needed in order to deliver these supports to children and families, and provide certain services for the psychological welfare of children and their families; responsibility for ensuring that every child in the state attends school or otherwise receives an education, and for providing education welfare services to support and monitors children's attendance, participation and retention in education;
- Ensuring that the best interests of the child guides all decisions affecting individual children;
- Consulting children and families so that they help to shape the agency's policies and services;

	<ul style="list-style-type: none"> • Strengthening interagency co-operation to ensure seamless services responsive to needs; • Undertaking research relating to its functions, and providing information and advice to the minister regarding those functions; and • Commissioning services relating to the provision of child and family services. <p>3. Services Provided by Tusla</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> • Child Protection and Welfare • Parenting, Family Support and Early Help Services • Alternative Care • Birth Information & Tracing and Adoption • Tusla Education Support Services (TESS) • Children's Service Regulation • Counselling and Therapeutic Supports <p>Further information is available on www.tusla.ie</p>
Purpose of Role	<p>Office of Legal Services (OLS):</p> <ul style="list-style-type: none"> • The OLS provides specialist legal services and support to our colleagues in all areas of childcare law and corporate advice. The OLS runs the majority of the High Court and Superior Court applications relating to any function of the Agency. • The OLS works closely with our Member Firms nationwide who take childcare applications before the national District Courts, Agency staff and the DCEDIY to ensure a consistent and legally compliant approach to cases and the implementation of laws, policies and practices in line with the UN Convention on the Rights to Child. We also seek to develop legislative reform in childcare law in particular in relation to section 3 of the Child Care Act and Guardian ad litem. • The OLS monitor and review the area of legal cost generally and the Member Firms, the Agency's Counsel fees and GAL expenses in order to reduce the Agency's Legal Costs. The Legal Costs Budget is 36 million per year. • The OLS provide a Legal Training Programme to staff nationally in various areas of law that are relevant to their workload and this training is provided on a continuous basis throughout the country. • The OLS creates an awareness of and communicates the role and purpose of the OLS to Tusla staff in order that the in-house office is the initial contact point for legal advice. This has been achieved through staff briefings, our Tusla Child Care Law Conference, the Legal Helpdesk, the Legal Newsletter and via the HUB. • The OLS deals with all new non-childcare proceedings issued against Tusla, being such matters as Judicial Reviews proceedings, Plenary actions including employment law, summary proceeding, contract disputes matter, constitutional law challenges and early years prosecutions. • A member of the Legal Services Office will be assigned the file and will have carriage of the case from initial correspondence until judgment is pronounced. The Legal Service User will liaise directly with the Legal Advisor from the office.

- All pre-litigation matters are directed to the in-house legal office for advice such as pre-litigation letters from solicitors as well as advice regarding section 3 investigations, disclosure requests, section 20 reports, Garda vetting, FOI and any other matter that might become the subject of legal action against Tusla or any other legal advice required.
- Further, in the area of corporate advice the office will be the initial party to provide advice being sought by Tusla personnel. Corporate advice would include contract and procurement matters predominantly.
- The OLS will assist in drafting, in conjunction with the Legal Service User, review and advise in relation to Tusla policy documents, protocols and guidance notes.

Why train in the Office of Legal Services (OLS) Tusla?

Trainee Solicitors in the OLS will receive a unique, varied and comprehensive training at the highest level of solicitor practice which will empower them to become excellent solicitors. During their traineeship, trainees can expect to work across the OLS with rotations in a variety of areas of legal practice.

The approach to training in the OLS is for the trainee to be 'hands-on' and to learn through active practice in a fast-paced environment. Trainees are supported in this by the commitment of management and solicitors across the OLS to the success of our trainees.

The OLS is a collegiate environment and solicitors who are experts in their fields take the time to nurture trainees and to pass on their expertise and experience.

We aim to attract individuals with a strong public service ethos who show commitment, energy, sound judgment and an ability to work under pressure to tight deadlines when needed. It is also important that trainees can build relationships, both internally with their colleagues across the Agency and externally with all relevant stakeholders.

In return, the OLS gives trainees the opportunity to train at the highest level of solicitor practice. In all areas of practice, the OLS enables trainees to reach their full potential, thus equipping them for a fulfilling and rewarding career as a solicitor.

Trainees will be fully involved in all aspects of office life during their traineeship. We encourage the growth and development of all our trainees in the areas such as leadership, team building, and interpersonal communication whilst fostering a collaborative environment. They will be invited to participate in the Section Meetings and Team Building events where legal, professional and soft skills are enhanced off-site and in other internal training sessions.

1.1. Equality, Diversity and Inclusion

Tusla is committed to being a workplace that is inclusive, diverse and respects the human rights and equality of our trainees. The Office is committed to working to find ways to achieve a workforce representative of the diverse society in which we live. Tusla is committed to

	<p>developing and implementing improved measures to support the employment of individuals with disabilities, and to meet its public sector obligations.</p> <p><i>1.2. Learning and Development</i></p> <p>The OLS recognises the value of investing in our trainees and developing their skillsets both to their benefit and to the benefit of our overall capability as an organisation. Some of the key programmes accessible to the trainees are:</p> <ul style="list-style-type: none"> • Induction Buddy Scheme • Bi-weekly Knowledge Management Meetings with colleagues providing peer-to-peer learning on legal issues • Access to training initiatives provided both internally and externally • For our qualified solicitors, the OLS maintains a strong culture of continual learning and support • Continuous Professional Development (“CPD”) <p><i>1.3. Work Life Balance</i></p> <p>The OLS recognises the importance of work life balance to trainees and the positive impact this can have on a trainee’s wellbeing. The OLS offer various supports to achieve this.</p> <p><i>1.4. Environment</i></p> <p>The OLS is committed to pursuing green policies in the conduct of our business and the management of our offices, for example through initiatives to reduce energy consumption, to reduce the use of paper and plastics, to increase recycling and to reduce the carbon footprint attributable to travel to and from the workplace.</p> <p><i>1.5. Further benefits</i></p> <ul style="list-style-type: none"> • The OLS provides access to the Cycle to Work Scheme and the Tax Saver Travel Scheme • The OLS offers a comprehensive occupational health and wellbeing programme including an Employee Assistance Programme, health and nutrition advice and wellbeing talks • The OLS Wellness Ambassador organises periodic events throughout the year – a fun way to get to know your colleagues
Reporting Relationship	Trainee Solicitors (Temporary) will report to a Senior Solicitor, or such designated Officer as may be assigned from time to time by the Head of Legal Services in the Office of Legal Services.
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> • During their traineeship, the Trainee (Temporary) can expect to work in different sections of the office in the following areas of legal practice : Litigation in the Higher Courts such as Judicial Reviews, Plenary Actions and Special Care Applications,

	<p>General Advisory such as section 3 fair procedure investigations, disclosure requests, section 20 reports, Garda vetting, FOI, Data protection, FOI, Wardship/Assisted Decision Making, and Immigration. Further, Commercial: Legal services to Senior Managers in relation to commercial contracts and procurement.</p> <ul style="list-style-type: none"> • The approach to training in the Office of Legal Services is for the intern to learn through active practice in a fast-paced environment. • The Trainee will also be involved in the knowledge management strategy and the legal training programme run by the OLS. Trainee will also be required to co-operate fully with any member of staff assigned to assist with or supervise their training. • The Trainee will have the opportunity during the training period to gain experience from competent professional staff in each of the legal sections. Ongoing assessment will be undertaken to ensure that the Intern makes maximum progress and use of the training programme. • Trainee Solicitors (Temporary) will assist and report to a Senior Solicitor within the Office of Legal Services and carry out all such duties designated by the Senior Solicitor; • Trainee Solicitors (Temporary) will be required to have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace. <p>The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, a Senior Solicitor or such designated Officer as may be assigned from time to time by the Head of Legal Services in the Office of Legal Services.</p> <p>Health & Safety</p> <ul style="list-style-type: none"> • Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. • 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.
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	<ul style="list-style-type: none"> • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>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.</p>
Eligibility Criteria Qualifications and / or Experience	<p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • Have attained a first or second class, minimum 2.1, primary honours degree (at least level eight on the National Framework of Qualifications and/or equivalent) • Have successfully completed and passed all 8 FE1 examinations • Meet the Law Society of Ireland’s requirements for acceptance onto its Professional Practice Course (“PPC”) with commencement of the PPC in September 2025 or Hybrid PPC in December 2025. • Demonstrate that they possess the skills and competencies identified as being important for the role which are outlined in appendix two. <p>Health 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>Character Each candidate for and any person holding the office must be of good character.</p> <p>Please note, the OLS does not facilitate partial traineeships, conclusion of a traineeship which has already begun and/or conversion traineeships. Applicants who apply and accept a traineeship with the OLS, must fully complete the Trainee Programme as per the contractual arrangements of the Traineeship.</p> <p>Applications are welcomed from those who have entered the Law Society through the Access Programme and who meet the eligibility criteria as outlined above. **Please note that the intake dates for 2025 are indicative. The OLS reserves the right to amend the intake date determined on the exigencies of the business and/or satisfy Law Society requirements.</p>

Skills, competencies and/or knowledge	<p><u>Tusla Leadership Competency Framework</u></p> <p>The Tusla Leader Framework relevant for this role is <u>Leading self</u> , Please access this <u>Leading self</u> link to fully familiarise yourself with the impact of this Leading Self proficiency for Tusla.</p> <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role and detailed as below:</p> <ul style="list-style-type: none"> • Have sufficient legal research skills • Have the capacity to analyse risk • Meet the Law Society of Ireland’s requirements to acceptance onto its Professional Practice Course • Familiarity with legal databases • Ability to articulate legal points in a clear and convincing manner both orally and in writing • Demonstrate an interest in law and how it pertains to the work within the Irish Public Sector as relevant to the requirements and services of Tusla <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p>
Conditions of Service	<p>During their traineeship, Trainee Solicitors (Temporary) can expect to work in different sections of the OLS on rotations.</p> <p>Trainee Solicitors will be formally indentured to a Senior Solicitor nominated by the Head of Legal Services. A Trainee Solicitor will also be required to co-operate fully with any member of staff assigned to assist with or supervise their training.</p> <p>Trainees will have the opportunity during the training period to gain experience from competent professional staff in each of the legal sections. Ongoing assessment will be undertaken to ensure that the Trainee makes maximum progress and use of the training programme.</p> <p>Trainees during the training period will receive:</p> <ul style="list-style-type: none"> • Full Salary during the Law Society Professional Practice Courses 1 & 2 • Course fees paid for the Law Society Professional Practice Courses 1 & 2
Application Process Campaign Specific Selection Process Shortlisting / Interview	<p>Applications are invited by CV, together with a personal statement clearly stating suitability for the role as linked to the stated competencies (250 words max) to XXX by 3pm on 9th May 2025.</p> <p>This application process is fully outlined within section 2 of the ‘recruitment process’ section of this Candidate Information Pack. Please take note of the guidance given relating to CV and personal statement.</p> <p>Assessment of Applications will commence on the closing date and will be based on the written submissions.</p>

	<p>Short listing where relevant will be carried out on the basis of information supplied in your personal statement as linked to the stated competencies. 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 and that you provide demonstrated evidence of your competency as relevant to the role and linked to examples within your personal statement. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
Conditions of Assignment	<p>The assignment is subject to the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Public Service.</p> <p>An offer of assignment to the OLS Trainee Solicitor Programme will be in order of merit for the 2025 Trainee Intake. Candidates will have a maximum of five working days after receipt of an offer to accept or reject it.</p> <p>After successful completion of your Traineeship, you may be given the opportunity to apply via a specific competition conducted by the OLS for consideration for appointment to a Solicitor position within the OLS, Tusla Child and Family Agency. <u>This is subject to the availability of fillable vacancies in the OLS and should you be appointed you will be contracted for a period of not less than 2 years (24 months).</u></p> <p>Should you be successful in your traineeship and be appointed as a Solicitor in the OLS and/or another Public Service Body, your service as a trainee under this contract does not count towards the two-year service requirement for Public Service internal and interdepartmental competitions.</p> <p>Qualification and placement on the panel is not a guarantee of assignment.</p>
Code of Practice	<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 www.cpsa.ie.</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>

Typical Timeline of Training	<p>Pursuant to the current requirements of the Law Society of Ireland, the trainee will begin their traineeship by attending the Professional Practice Course at the Law Society of Ireland.</p> <p>Indicative Trainee Solicitor Scheme - (September 2025 Intake) or December Hybrid PPC</p> <p>For this cohort, the PPC will be a full-time course which is due to commence in September 2025 and runs through until April/May 2026 (inclusive of examinations).</p> <p>It will be followed by a programme of Advanced Electives which will run simultaneously with the required 24-month period of in-office training period, comprising of rotations in different Sections across the OLS.</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>Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</p> <p>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</p>	

Tenure and Probation	<p>The purpose of this contract is to enable participation on the OLS Trainee Solicitor Programme. The assignment as a Trainee Solicitor is strictly temporary and is not covered by the Unfair Dismissal Act. The assignment is to a temporary, specified purpose assignment in the OLS for the duration of the Programme which is expected to last up to three years. It carries no entitlement to permanent status.</p> <p>Successful completion of a traineeship with the OLS confers no right to future employment as a solicitor with the OLS. Service as a Trainee Solicitor does not constitute service as a Solicitor with the OLS.</p> <p>Notwithstanding the above paragraph on tenure, the OLS retains the right to consider holding a confined Selection Process for permanent appointment to certain positions within the OLS in certain limited circumstances. Any such process will be held in compliance with the Commission for Public Service Appointments' (CPSA) Code of Practice. This is subject to the availability of fillable vacancies in the OLS and should you be appointed you will be contracted for a period of not less than 2 years (24 months).</p>
Remuneration	<p>The Salary scale for the whole time equivalent of this post is as of 01/03/2025:</p> <p>Year 1: € 35,256 Year 2: € 37,367</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>Payment will be made bi-weekly in arrears by Electronic Fund Transfer into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Human Resources Section of the Office. Statutory deductions from salary will be made as appropriate by the Office. You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Officer Members/Formal Officer Members/Pensioners.</p> <p>Increments are awarded subject to satisfactory sick leave and performance as is in line with the prevailing Government policy during the lifetime of the OLS Trainee Solicitor Programme.</p> <p>The Law Society fees, and any related expenses will be refunded in accordance with the terms of the Department of Finance Circular 23/2007. In no circumstances will payment be made in respect of course periods or exams which are repeated.</p> <p>Important Note</p>

	Different terms and conditions may apply if you are a currently serving civil or public servant.
Working Week	<p>The standard working week applying to the whole time equivalent of this post is: 35 hours.</p> <p>Attendance at all elements of training provided is mandatory and in-person during the OLS Trainee Solicitor Programme. Hours of attendance for the in-house elements of the OLS Trainee Solicitor Programme will be as fixed from time to time but will amount to on average not less than the pro rata equivalent of the standard Public Service working hours of 35 net hours per week.</p>
Leave	<p>Annual Leave:</p> <p>The annual leave allowance will be 28 working days a year (pro-rata) for year one only. The annual leave year commences on 01 April until the 31 March. Annual leave is not accrued whilst the Trainee Solicitor is on a fulltime training course. Annual leave accrual will commence immediately after the completion of the last PPC core examinations. This allowance is subject to the usual conditions regarding the granting of annual leave in the Public Service, is based on a five-day week and is exclusive of the usual public holidays.</p> <p>Study Leave:</p> <p>Trainees can apply for study leave as per the Tusla Study Leave Policy.</p> <p>Sick Leave:</p> <p>Your progression in the OLS Trainee Solicitor Programme is dependent on your full attendance and participation in all aspects of the Programme. Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars for the public service.</p> <p>Trainee Solicitor(s) who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the Tusla.</p> <p>Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to Department of Employment Affairs and Social Protection within the required time limits.</p>
Superannuation	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.
Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the 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 9 weeks or proportion of same for fixed

	<p>term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts.</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>
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	<p>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.</p>
National Standards for Children and Family Services	<p>Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) 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

1. Who should apply?

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 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:magdalenabasinska@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 application process relevant for this post and as outlined within this Candidate Information Pack and Job Specification. Please ensure that you have completed your application in full and you are happy that the information you have provided is accurate.
- Your CV should be no longer than 3 pages in length and should clearly state your relevant achievements and experience in your career to date.
- Your personal statement should very clearly state your suitability for the role as linked to the stated competencies within this Job Specification. Please include examples of where you have demonstrated the required competencies.
- 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 specified within this document.
- Tusla Recruit can only accept complete applications received by the closing date and time specified on the Job Specification.
- You are required to submit all information asked of you within the application process 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.

- We will contact you mainly by mobile phone and emails. Therefore, we recommend you specify in your application your personal mobile number. It is your responsibility to ensure you have access to your mobile voice mails, text messages and your Tusla Recruit Profile if applicable. If you choose to use your work mobile and you do not have access to email 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 process in full and on time. 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.
- ***It is noted that this recruitment process includes the request of a personal statement stating suitability for the role. Failure to include information clearly stating your suitability for this role as relevant to the requirements outlined with the eligibility criteria and skills, competencies and/or knowledge section of this job specification may result in you not being called forward to any further stage of the selection process.***
- 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. Any documents provided during the pre-employment compliance checks are subject to validation and verification process.

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 timelines 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. 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. 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 Practise 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 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 for further information on the Code of Practice.

Appendix 1

• **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.

• **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

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

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 This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

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 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 20120)

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

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 and in line with Tusla Recruit Data Protection Notice: <https://www.tusla.ie/about/careers-in-tusla/tusla-recruit-data-protection-notice/>

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

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 qualification 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 Practise 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 Siochana.

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.**