



**01<sup>st</sup> April, 2021**

Mr. Neale Richmond T.D.

Dáil Eireann

Kildare Street,

Dublin 2

**Re: PQ ref 16719/21**

PQ ref 16716/21 – “To ask the Minister for Health the reason those applying for the role of vaccinators in the roll-out of the Covid-19 vaccine must submit a copy of their birth certificate alongside two forms of photographic identification given that this may cause delays to the application process and involves the sharing of deeply personal information which many persons do not have access to; and if he will make a statement on the matter.”

Dear Deputy,

The Health Service Executive (HSE) has been requested to reply directly to your above Parliamentary Questions which you submitted to the Minister for Health for response. I have examined the matter and the following outlines the position.

We ask for documentation to be uploaded to accompany your online application form. This documentation (proof of identification, address, professional registration etc) is documentation that is needed to secure a job working in the health service. We ask for it at application stage so we can start working on this documentation with the aim of offering jobs and issuing contracts of employment as soon as possible. There is an urgent need for Vaccinators so our application form is built in such a way to expedite the whole recruitment process. Fast, safe recruitment supports the health services. It has been the experience of the recruiter that if they have to go back to candidates repeatedly to get the necessary documentation it slows down the entire recruitment process and has a negative impact on health services, as it takes longer to recruit staff into key roles.

Below is an outline of why we ask for certain documents:

- Proof of identification- this is part of the identity check. It helps prove that the individual presenting for the screening is indeed the candidate who applied. This is also necessary to support the Garda Vetting application.
- Proof of address- this is necessary to support the Garda Vetting application. This document will need to be recently dated within the last 6 months.
- Birth certificate - the birth certificate usually forms part of the personnel file. Any candidate can apply without this document, as outlined in the FAQs and live application.



Candidates can apply without the documentation noted above, as outlined in the FAQs and application, however they cannot be appointed into the role unless they provide the documents needed to validate their identification (generally a valid photographic ID and proof of address).

The national recruitment process for COVID-19 vaccinators is streamlined as much as possible balanced against the need for anyone working in health to meet statutory and safe practice requirements. Candidates working in the provision of health services have to meet statutory requirements for any relevant role they are appointed into.

In response to recent feedback received, the recruitment process has been simplified and clear signposting put in place so that candidates are clear as to what is necessary and what is optional. We have gone through the application with a fine tooth comb and, where possible, have made it clear where candidates can skip sections, not uploads elements or upload them later in the process.

If you require further information, please contact me or the helpdesk function for technical queries (in the application form) or email [vaccinators@hbsrecruitmentservices.ie](mailto:vaccinators@hbsrecruitmentservices.ie) for general queries.

Yours sincerely,

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**Frances McNamara**  
**Assistant National Director,**  
**Office of the Chief Operations Officer**