

Appendix 1 to Recruitment Policy R6

General Declaration

It is important that you read this Declaration carefully and then sign:

Name: _____

Post applied for: _____

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 issued 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
 - personate 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 of 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 the HSE 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 he / she has not been appointed to a post, he / she shall be disqualified as a candidate; and
- where he / she has been appointed as a result of that process, he / she 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 Health Service Executive to the making of such enquiries, as the Health Service Executive 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 Health Service Executive 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 Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

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: _____ DATE: _____

PRINT NAME: _____