**Confidential**

**Candidate file checklist**

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| --- | --- |
| **Post reference:** |  |
| **Post:** |  |
| **Approval to appoint (including reference number):** |  |
| **Contract type:** |  |
| **Candidate name:** |  |
| **DOB:** |  |

**HSE Employee**: Yes  No

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| **Recruitment** | | | |
| Job Specification  (not required for NCHD posts) | | |  |
| Completed Application Form/CV | | |  |
| Signed HSE General Declaration form  From application form if not incorporated into an online application process | | |  |
| Copy of Qualifications (if applicable) | | |  |
| Validation of Qualification if required | | |  |
| Statutory Registration number: e.g. IMC/IDC/CORU/NMBI (if applicable) | | |  |
| Evidence of Registration –check and print/save from the website  Type of registration - Consultants only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If general then confirmation that specialist registration will be attained within 6 months  Any restrictions, conditions, fitness to practice conditions noted?  If yes bring to the attention of hiring manager before proceeding | | | ☐  ☐  Yes ☐ No ☐ |
| Post Specific/Other requirements for the role. For example, access to transport | | |  |
| **Interview Results** | | | |
| Interview Marking Sheet /Recommendation from interview board | | |  |
| **Confidential and medical information** | | | |
| Garda Clearance on file |  | Overseas police clearance (if applicable) |  |
| Verified Reference 1 (from current /most recent employer) |  | Work Permit (If required)  IRP Card (If required) |  |
| Reference 2 |  | Birth Certificate (external candidate only) |  |
| Reference Additional (if applicable) |  | Marriage Cert (external candidate only) |  |
| Photographic ID |  | Proof of address (if needed) |  |
| Occupational Health Clearance |  | EPP Clearance (if applicable) |  |
| **Starting Pay Calculation** | | | |
| Verification of Service Record  (for NCHDs this is on DIME) | | | Yes  No  N/A |
| **Employee contract and set up** | | | |
| Signed contract on file | | |  |
| Statutory declaration | | |  |
| PRSI Class | | |  |
| Pension Scheme | | |  |
| Section 51 Pension benefits declaration  Check [process map](https://www.hse.ie/eng/staff/resources/recruitment-standards/job-offers-clearances-and-contracting/process-map-for-assigning-staff-member-to-correct-scheme.pdf) and summary guide for populating pension information to assist you in choosing the correct pension scheme and PRSI code | | |  |
| Does pension abatement apply?  Pension paying authority notified, if relevant (HSE or Tusla pensioner, complete and return [Rehire Template](https://www.hse.ie/eng/staff/resources/recruitment-standards/job-offers-clearances-and-contracting/rehire-template.xlsx) include details of contract dates, contract hours and remuneration) | | | Yes  No |
| Salary Set Up Form Complete and sent to NPA (HR 101, HR102, HR103) | | |  |
| Statutory Registration rechecked on commencement of employee | | |  |

**Prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed off by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Notes for file** | |
| **Item:** | **Outcome:** |
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