**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 websiteType of registration - Consultants only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If general then confirmation that specialist registration will be attained within 6 monthsAny 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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