**Recommendation to Proceed (RTP) Communication Template**

Dear [Candidate Name]

Thank you for responding to our recent email indicating that you would like to proceed to the next stage of recruitment for [Role].

**What happens next:**

The next correspondence from this office in relation to this post will be sent to you from [Enter Name/Department].  We would advise that you add this email address to your address book to prevent emails getting directed to spam, however we also recommend that that you check your spam mailbox in the coming days to avoid missing any correspondence from us. Deadlines associated with the next steps will be outlined to you in that mail.

Following review of your application form the Contracting Team will outline exactly what is required of you in terms of supporting documentation in order to progress your recommendation for this role. Below is an indication of the documentation that could be required and we recommend that you begin to collate this documentation however please do not submit until you receive the request

The type of documentation generally required (but is not limited to):

* **Qualifications** (necessary for the role outlined in the advertised Job Specification: if you studied outside of the Republic of Ireland you will require Validation from the National Validation Office)
* **Professional registration** (if applicable)
* **Birth certificate:** copy of
* **Current passport:** copy of
* **Marriage certificate / civil partnership certificate** (if applicable e.g. if your qualification/registration is in another name proof of change of name is required)
* **Verification of service**  if applicable – you will receive a form which is to be completed by your Payroll/HR Department
* **Garda vetting** if applicable to the role (if so, you will receive a form from the team)
* **Overseas police clearance**: If the role that you have applied for requires Garda Vetting and you have spent more than 6 months outside of the Republic of Ireland, after your 16th birthday, you will be required to provide security clearance for all jurisdictions dated after you left that country
* **Work Permit**, if applicable

These are collectively described as “clearances”. The HSE has absolute discretion to determine what clearances (including others not expressly set out in the above list) it requires in respect of any potential appointment.

It should be noted that no contractual obligation is formed by this correspondence. A contract of employment will only exist if and when it is provided to you in writing by the HSE and signed by both parties (i.e. candidate and HSE).

We advise that you do not hand in your notice at this time.

**All HSE positions are subject to budgetary restraints, satisfactory references, security clearances, medical and potentially other clearances, which will be sought by the National Recruitment Service. The HSE must be satisfied that it has a full and comprehensive suite of references/clearances, which assures it that the candidate is suitable for appointment for the post. The HSE reserves the right to withdraw a recommendation to proceed if not fully satisfied with all aspects of the clearance process.  The HSE determines the merit, appropriateness and relevance of references/clearances.**

Congratulations on your recommendation for this post and I wish the best for the future.

If you have any queries about the recruitment process, or need support with this email, please get in touch at [Enter contact information].