

BROTHERS OF CHARITY SERVICES CLARE



Recruitment and Selection Procedures

<p>Submission of applications</p>	<p>Applications are accepted in Curriculum Vitae format.</p> <p>The Curriculum Vitae must contain a FULL employment history, depicting clear periods of employment (e.g. month/year), with NO unexplained gaps in employment.</p> <p>Curriculum Vitae\$ must be forwarded online (only) to hr@clare.brothersofcharity.ie</p> <p>Curriculum Vitae\$ will be accepted, no later than 12 midnight on the date specified in the recruitment advertisement as the latest date for receiving completed online applications.</p> <p>Curriculum Vitae\$ received after the closing date/time will not be accepted.</p> <p>The acceptance of a curriculum vitae from a person desiring to be a candidate, or an invitation to attend for interview or any other selection method is not an admission by the organisation that the applicant possesses the prescribed qualifications or is not disqualified by law from holding the post.</p>
<p>Eligibility to work to with the Brothers of Charity Services Clare</p>	<p>All successful candidates must be eligible to work in Ireland. The Brothers of Charity Services Clare are unable to pursue work permits.</p> <p>(i) EEA Nationals EEA nationals who do not require work permits / visas / authorisations are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland.</p> <p>(ii) Candidates who are Bulgarian or Romanian Nationals Bulgarian and Romanian nationals will continue to require a permit to take up employment in Ireland and the job will continue to be subject to the current requirement for a labour market test. For further details on your eligibility in this regard please see Department of Jobs, Enterprise and Innovation http://www.djei.ie/labour/workpermits/bulgariaromania.htm for more details.</p> <p>(iii) <u>Non-European Economic Area Applicants who Reside within the State</u> In order to process successful candidates it will be necessary for them to submit the following documentation:</p> <p>Passport showing your identification and immigration stamp showing you have permission to be in this State.</p> <p><u>And</u></p> <p>Certificate of registration (GNIB card showing Stamp 4/ 4EUfam)</p>

	<p><u>Successful Candidates who do not supply when requested the above documents where necessary will be considered unsuccessful and their application will not be processed any further.</u></p>
Driving Licence	<p>Full clean driving licence (which permits the holder to drive in Ireland) is required for all positions in the Brothers of Charity Services Clare (Provisional Licences are <u>NOT</u> Acceptable).</p>
Particulars of Employment; Job Description and Person Specification	<p>Please read the following documents carefully which provide useful information about the details/requirements of the post and person required:</p> <ul style="list-style-type: none"> • Particulars of Employment; • Job Description; • Person Specification. <p>Please note that the Job Description is not intended to be an exhaustive list of duties and responsibilities and may be reviewed (at any stage) to reflect the needs of the Service.</p>
What you should expect from us	<p>The aim of the Brothers of Charity Services Clare Human Resources Department is to provide you with a confidential service that is:</p> <ul style="list-style-type: none"> • Professional; • Courteous and considerate; • Friendly and helpful. <p>We strive to operate a prompt and efficient service that includes</p> <ul style="list-style-type: none"> • Detailed information on vacancies and the recruitment and selection process; • Acknowledgement and response to queries; • Sufficient notice for all appointments (where possible).
What we expect from you in return	<p>In order to fulfil our commitment to you, you can help us by:</p> <ul style="list-style-type: none"> • Co-operating with us throughout the Recruitment and Selection process; • Providing us with complete and accurate information within specified timeframes; • Keeping all confirmed appointments; • Notifying us of your inability to attend within a reasonable time scale; • Candidates with disabilities should inform us of any specific requirements for interview.
Contact from the Brothers of Charity Services Clare Human Resources Department	<p>Brothers of Charity Services Clare Human Resources Department will mainly contact you by mobile phone and e-mail. Therefore, it is important that both your mobile telephone number and e-mail addresses are included in your application as well as a postal address.</p> <p>It is the Applicant's responsibility to ensure that they have regular access to their mobile voice mails, text messages and e-mails during the application, recruitment and selection process.</p>

	This means that whether you choose to use your personal/work mobile and/or personal/work e-mail address you may receive communications that have a time deadline requirement.
Change of candidates details	Any change of address since submitting your Curriculum Vitae must be notified immediately in writing by email to the Human Resources Department hr@clare.brothersofcharity.ie and the title of the post(s) to which it refers clearly stated.
Expenses	Candidates are responsible for all expenses incurred in relation to their application for employment with the Brothers of Charity Services Clare.
Confidentiality	Applications will be treated in strict confidence, subject to the provisions of the Data Protection Act 1988 & 2003.
Screening process	All applications will be screened for eligibility using the essential qualifications, experience and skills outlined in the Job/Person Specification. Only those applicants who possess the required essential criteria will be progressed to the next stage of the selection process.
Shortlisting	<p>Applicants will be shortlisted for interview based on <u>information supplied in their Curriculum Vitae at the closing date</u> (or, if applicable, in other specified assessment process).</p> <p>Criteria for short listing is based on the requirements of the post as outlined in the job/person specification (or, if applicable, on the information supplied in the specified assessment process).</p> <p>Therefore, it is very important that you think about your experience in light of the requirements of the post and that you provide a detailed and accurate account of your qualifications/ experience in your application.</p>
Assessment, tests and Preliminary interviews/Secondary Interviews	The selection process may involve additional assessments, tests and/or preliminary interviews/secondary interviews. Applicants will be notified of these additional stages if applicable.
Creation of panels	For some competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfill the conditions of the selection process may , within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit.
Interview	Successful candidates will be contacted by phone and/or email to arrange interview appointment (date/time/location). Interviews will be in person only, therefore candidates must be available to present for interview on the specified date/time/location. No subsequent or alternative interview dates can be offered to candidates. There will be no alternative interview methods e.g. telephone/video conferencing.

	<p>Candidates will normally be given at least one week's notice of interview. This time scale may be reduced in exceptional circumstances. Candidates who do not attend for interview (or for any other essential test or assessment) will be deemed to have withdrawn their application and will have no claim for consideration and there will be no further contact from Human Resources.</p> <p>The Invite for Interview Email will detail what documentation is required (if any) to be presented at interview stage.</p> <p>Candidates who do not confirm their interview attendance prior to the deadline supplied in the Invite for Interview Email may have their interview slot cancelled without notice.</p> <p>Interviews are normally conducted by a three person board. Consideration will be given by the interview board to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the Job Specification and as stated by the candidate in their curriculum vitae.</p>
Result of Interview	<p>Candidates will be notified of the result of their interview at the earliest possible date after interview. Please bear in mind this process may take some time on occasion due to the number of applications being processed.</p> <p>The recommendation of the interview board does not constitute a job offer as it is only one stage of the selection process. It is the initial stage of the Recruitment and Selection Process.</p>
Offer of employment	<p>Successful Candidates will receive a Recruitment Processing email from Human Resources confirming that the candidate was successful at interview stage and their application will now undergo further processing.</p> <p>It should be noted that no offer of employment is made, or should be interpreted as having been made at this stage, until the Brothers of Charity Services Clare Human Resources Department formally confirms that the recruitment process has been successfully completed.</p>
Taking up appointment	<p>Due to the nature of the service provided there is an onus on the Brothers of Charity Services Clare to ensure that successful candidates take up duty without undue delay. Consequently the successful candidate must provide all required documents in a timely manner.</p>
Validation of qualifications, experience etc.	<p>Any consideration given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification.</p> <p>The Brothers of Charity Services Clare reserves the right to determine relevant qualifications for the post.</p>
Validation of salary scale	<p>If necessary, successful candidates will be required to obtain from their employer verification details of their Salary Scale (salary scale title, point of scale and/or incremental details).</p>

<p>Pre-Employment Health Assessment</p>	<p>Successful Candidates will be required to undergo a medical assessment with a Doctor nominated by them. The medical assessment is carried out at the candidate's own expense and cannot be reimbursed by the Brothers of Charity Services Clare.</p> <p>If deemed necessary Candidates may also be required to undergo a medical assessment by the Brothers of Charity Services Clare Company Doctor.</p> <p>Candidates will also be required to complete a Standard Declaration Form declaring their health status.</p>
<p>References</p>	<p>The Brothers of Charity Services Clare reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Brothers of Charity Services Clare also reserves the right to determine the merit, appropriateness and relevance of such references and referees. <u>Please note: candidates are requested not to submit references with their application form.</u></p>
<p>Protection of Vulnerable Children/Adults</p>	<p>Certain categories of posts in the Brothers of Charity Services Clare are designated posts under the Protection of Persons Reporting Child Abuse Act 1998. Persons appointed to posts in the designated categories shall for the duration of their appointment perform the duties of a designated officer for the purpose of the 1998 Act. Persons appointed to such categories will receive detailed information on their responsibilities under the Act on appointment.</p> <p>It is your duty to report any concerns you have for the safety and welfare of the clients of the Brothers of Charity Services Clare to your Manager immediately in line with the Trust in Care (2005). You are also legally obliged to comply with the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012.</p>
<p>Ethos</p>	<p>The Brothers of Charity Services are committed to working with people with an intellectual disability to claim their rightful place as valued citizens. The vision of the Brothers of Charity is Love and Respect for All towards a Full and Valued Life. Staff must be prepared to accept and, to the best of their ability, fulfil this ethos. Each person with a learning disability must be treated as an individual, at all times their personal dignity acknowledged, and their full rights and privileges accorded to them.</p>
<p>Data Protection Act, 1988 and 2003:</p>	<p>The purpose of the <i>Data Protection Acts, 1988 – 2003</i> (The Act), is to ensure that data of a personal or sensitive nature which is retained by an organisation is obtained and processed fairly within a secure environment, for the purpose specified at the time.</p> <p>In compliance with the provisions of the Act, all application forms and personal information furnished to the Brothers of Charity Services in Clare (The Service) will be kept only for lawful purposes. The Service will use the data relating to you, which is collected in this application form or otherwise, for the purpose for which it has been collected, including processing your application, the performance of obligations or rights under</p>

	any employment agreement which the specific Service may enter into with you and for general administration. All data shall not be disclosed for any reason incompatible with the purpose for which it is kept.
Equality	The Brothers of Charity Services Clare is an Equal Opportunities Employer.
Proficiency in English Language Skills	Successful Candidates must have sufficient command of the English language in order to effectively carry out the duties and responsibilities of the role.
Garda Clearance	The Brothers of Charity Services Clare will carry out Garda Clearance on all new employees. New employees will not take up duty until the Garda Clearance process has been completed and the Brothers of Charity Services Clare is satisfied that such an appointment does not pose a risk to clients, service users and employees.
Obligation on candidates requested to complete the Official Garda Vetting Form	All applicants invited to attend for interview will be requested to complete the official Garda Vetting Application Form where they must disclose <u>any and all convictions received</u> . This disclosure must include such offences as driving offences, non-payment of a TV licence and public order offences, and includes the application of probation or community service. The fully completed Garda Vetting Application Form will be submitted to the Interview Panel on the day of interview. All applicants invited to attend for interview will also sign a Statutory Declaration Form which forms an integral part of their application. On completion of the Selection Process, the Brothers of Charity Services Clare will submit completed Garda Vetting Application Forms to the Central Vetting Unit for processing for Candidates who are being considered for appointment.
Consequence of false, misleading or inaccurate information	Individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the Brothers of Charity Services Clare or on the Garda Vetting Application Form will result in the offer of employment being withdrawn.
Police Clearance	All appointments with the Brothers of Charity Services Clare will require satisfactory security clearances. If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career with the Brothers of Charity Services Clare we would strongly advise that you commence seeking international security clearances now. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Police Clearance (Cont.)

Applicants who have resided overseas for a period of 6 months or more:

PLEASE NOTE: the Garda clearance form which you complete and return on the day of interview **only covers addresses in the Republic of Ireland and Northern Ireland. However all addresses from birth, including overseas addresses must be provided on our Garda Clearance form.**

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

London: www.met.police.uk/dataprotection
Metropolitan Police Service - Your right to information
www.disclosurescotland.co.uk
www.south-wales.police.uk/fe
www.north-wales.police.uk

www.police.uk/forces/forcelist.asp This website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

www.direct.gov.uk/en/Employment/Startinganewjob/index.htm?CID=EMP&PLA=url_mon&CRE=crb (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia.

New Zealand

www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**.

http://travel.state.gov/travel/tips/emergencies/emergencies_1201.html

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

	<p>Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Successful Candidates will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn. When requested, a copy of your overseas Clearance will be retained on file and the original returned to you.</p> <p>Note: Any costs incurred in this process will be borne by the candidate.</p>
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