



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Office of the National Director of Human Resources  
Health Service Executive  
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26<sup>th</sup> June 2007.

**HSE HR Circular 011/2007**

**To: Each National Director  
Each Asst. National Director/Network Manager**

**Re Garda Clearance of HSE Employees -Recruitment and Selection Procedure**

Following a review of existing provisions and having regard to the onus on all hiring managers to establish the credentials and good character of candidates for appointment to the HSE through reference/background checks, the following arrangements are being implemented with immediate effect.

**Policy Statement**

The HSE 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 HSE is satisfied that such an appointment does not pose a risk to clients, service users and employees.

In exceptional circumstances a candidate may be allowed to take up duty once the relevant Line Manager certifies in writing to the Area Recruitment Business Manager that the job holder will not have unsupervised access to children and/or vulnerable adults while the Garda Clearance process is underway.

All applicants will sign a detailed General Declaration (Appendix 1) which forms an integral part of their application form. All candidates being processed for appointment will, on commencement of the clearance process, sign a Statutory Declaration (Appendix 2) and complete the Garda Vetting Form (appendix3).

The HSE will refer to the Garda Síochána individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the HSE or on the Garda Vetting form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.

**Policy Implementation**

On receipt of the certified Garda Vetting Form from the Garda Central Vetting Unit the HSE will formally assess the implication of the information on the garda Vetting Form before a decision is taken on the candidate's suitability to take up duty. The assessment process is outlined as follows:

a) No Convictions

Where the candidate states that there are no convictions recorded against them and the Garda Central Vetting Unit confirms that there are no convictions recorded against them then the appointment process continues.

b) Convictions Undeclared

Where the candidate states that there are no convictions recorded against them and the Garda Central Vetting Unit confirms that there are convictions recorded against them

or

Where the candidate states that there is a conviction or convictions recorded against them and the Garda Central Vetting Unit confirms conviction/s in addition to those declared by the candidate then the candidate may be permanently removed from the selection process.

c) Convictions Declared

Where the candidate states that there is a conviction/s recorded against them and the Garda Central Vetting Unit confirms this, the HSE will assess the implication of such a conviction/s using a risk management approach. (Appendix 4).

This approach must consider the risk in terms of the individual, the offence and the role. This risk assessment will be carried out by the relevant Line Manager, and Area Recruitment Business manager and a recommendation made to Area Assistant National Director of HR.

The recommendation of this initial risk assessment will be considered by the Area Assistant National Director of HR.

Full details on the procedures accompanying this circular are available from the

Garda Vetting Liaison Office (GVLO),  
Health Service Executive,  
H.R. Services Centre,  
Áras Sláinte Chluainín,  
Manorhamilton,  
Co. Leitrim.

E-mail: [gardavetting@mailb.hse.ie](mailto:gardavetting@mailb.hse.ie)

Telephone: +353 (0) 71 9820422/9820452/9820557

Facsimile: +353 (0) 71 9855627

General enquiries should be addressed to Mr. Paddy Duggan, Recruitment Manager – Policy and Standards, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Tel: 045 880400 or by e-mail at [paddy\\_duggan@hse.ie](mailto:paddy_duggan@hse.ie)

**Yours sincerely,**



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**Martin Mc Donald,**  
**National Director of Human Resources.**

## 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 Siochana.

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: \_\_\_\_\_

**Appendix 2: to Recruitment Policy R6**

**STATUTORY DECLARATION**

I, of \_\_\_\_\_, in the County of \_\_\_\_\_  
aged eighteen years and upwards SOLEMNLY AND SINCERELY DECLARE as follow:-

1. This Declaration relates to my application for the position of \_\_\_\_\_ with the Health Service Executive.
2. I hereby 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 the above position. I further declare that I have given my irrevocable consent to the Health Service Executive to make or cause to be made full enquiries with the Central Vetting Unit of An Garda Siochana in relation to my suitability to hold the above position with the Health Service Executive.
3. I further declare that I understand, accept and confirm the entitlement of the Health Services Executive to reject my application or terminate my employment (in the event of a contract for employment having been entered in to) where 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 of misrepresentation relevant to this application or my continuing employment with the Health Service Executive.
4. I refer to the extract from the Public Service Management (Recruitment and Selection) Act 2004, annexed hereto upon which I have endorsed my name prior to making this declaration. I say that I have read, understood and accept the provisions therein and in particular that any incorrect, false or misleading under the Act shall jeopardise any employment with the Health Service Executive and I make this declaration with such prior knowledge.
5. I make this Solemn Declaration consciously believing it to be true for the satisfaction of the Health Service Executive and pursued to the provisions of the Statutory Declarations Act 1938

Signed \_\_\_\_\_

Print Signature \_\_\_\_\_

Declared \_\_\_\_\_ before \_\_\_\_\_ me  
by \_\_\_\_\_

\*who are identified to me by \_\_\_\_\_

\*who is personally known to me  
in the City/ County of \_\_\_\_\_  
on the \_\_\_\_\_ day of 2007

\_\_\_\_\_  
\*Practising Solicitor / Commissioner for  
Oaths / Notary Public / Peace Commissioner  
\* Delete as appropriate



ENTER HIRING MANAGER'S CONTACT DETAILS HERE

Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

SURNAME:		PREVIOUS NAME (if any):	
FORENAME:		ALIAS:	P.P.S. NO:
DATE OF BIRTH: (dd/mm/yy)		PLACE OF BIRTH:	
HAVE YOU EVER CHANGED YOUR NAME?		YES	NO
IF YES PLEASE STATE FORMER NAME:			

PLEASE STATE ALL ADDRESSES FROM YEAR OF BIRTH TO PRESENT DATE:

HOUSE NO.	STREET	TOWN	COUNTY	POST CODE	COUNTRY	YEAR FROM	YEAR TO

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?  
No  Yes  If yes, please provide details below -

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION**

To Commissioner, An Garda Síochána, Central Vetting Unit

I, the undersigned who have applied to work as a \_\_\_\_\_ hereby authorise An Garda Síochána to furnish to Recruitment, Health Service Executive (HSE), a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

I am aware that any information resulting from this inquiry may be shared by the HSE 'Enter HSE Area' with other HSE Areas in the event that I apply for employment in another HSE area.

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Please print name: \_\_\_\_\_

**FOR HSE OFFICE USE ONLY**

Line Manager: \_\_\_\_\_ Location: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Date : \_\_\_\_\_

Please print name: \_\_\_\_\_

**FOR CVU OFFICE USE ONLY**

According to Garda Records there are no previous convictions recorded against the above named applicant:

OR the following convictions appear on Garda Records:  OR the following convictions are pending:

**NOTE:** Checks were carried out by this office based on the information supplied. The convictions supplied may apply to the subject of your enquiry. Please verify before use.

Signed: \_\_\_\_\_ Member I/C  
Expiry of clearance: \_\_\_\_\_

C.V.U

