

## Recruitment and Selection Policy and Procedure

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Agreed By:	 <hr/> <b>Siobhan Bryan, Chief Executive Officer.</b>	Date: 29/4/19

### **Key Message to all Staff**

The Muiríosa Foundation is committed to recruiting employees who are engaged with the Muiríosa Vision, in accordance with employment legislation, best practice and within available resources.

### **Key Message to Managers**

This policy and procedure provides managers with an outline of the recruitment process. Follow the procedure for recruiting new employees. The Job Description and Person Specification must be prepared by the manager and the manager must be involved in the selection of the new employee.

### **Purpose of this Policy and Procedure**

- Ensure that fair selection procedures are followed in the recruitment of staff
- Ensure that Employment Legislation and the Health Act 2007 are adhered to
- Explains the steps in recruiting staff and the requirements in respect of successful candidates – Garda Clearance, satisfactory references from previous employers; evidence of relevant accredited education and training

### **Who does this policy and procedure apply to?**

- Candidates for positions (internal or external appointments) within the Muiríosa Foundation
- Managers involved in the recruitment and selection process
- Human Resources Staff involved in the recruitment and selection process

### **What does this document include?**

- Procedure to follow from identification of a role to employment of the successful candidate
- Procedure steps include: preparation of Business Case; preparation of Job Description and Person Specification; Advertising a post; Application forms; Short listing and Assessment; Interviewing and Selection of successful candidates; Reference checking; Vetting Disclosure; Medical Assessment; Record Keeping; Content of Staff Files.
- Requirement to comply with the Health Act 2007 (Care and Support of Residents in Designated Centres for persons (Children and Adults) with disabilities) Regulations 2003 Schedule 2 specifies the information and documents to be obtained in respect of staff
- Requirement to comply with the Employment (Miscellaneous provisions) Act 2018 in respect of recruitment of staff

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## **Policy Statement**

The Muiríosa Foundation is committed to recruiting employees who are engaged with the Muiríosa Vision, in accordance with employment legislation, best practice and within available resources.

All employees are bound by the terms of the General Data Protection Regulation and the Data Protection Act 2018.

Further information on how personal information is processed, is contained on the Muiríosa [Privacy Statement](#).

## **Purpose of this Policy**

It is essential that the organisation has an effective recruitment and selection process in place. Good selection procedures result in the attraction and appointment of the person best qualified and suited to the job. The organisation provides equality of opportunity to all candidates in an effort to select from the widest choice of candidates and minimise any skill shortages in the organisation.

## **Scope**

The Recruitment and Selection policy relates to all those who apply for jobs with the Muiríosa Foundation and all persons involved in the recruitment and selection process. The organisation implements a number of stages in the recruitment and selection process to achieve the aim of recruiting the most suitable candidate for the role.

## **Responsibilities**

### Human Resources Department

Members of the Human Resources Department are responsible for co-ordination of the recruitment process. They will liaise with the relevant manager in relation to all aspects of the process. They will communicate with candidates during the recruitment and selection process.

### Local Manager and Senior Manager

Identify the requirement for a new employee and seek approval for recruitment by preparing a business case for approval. Prepare a job description and person specification. Be fully involved in short-listing and interviewing.

### Regional Director

Approval of the business case. For roles whereby the successful candidate will report directly to the Regional Director, become involved as described for the Local Manager above.

### Human Resources Director.

Approval for the business case and liaise with the Chief Executive Officer for approval.

## **Procedure.**

### **Preparation of Business Case**

Upon identifying a vacancy within the department, the local manager prepares a business case for approval ([Click here](#)). Prior to selecting the option to recruit, the manager must have considered other options which may be available to them – redeploy a suitably qualified person from another part of the organisation; re-organise work in the department; consider whether the work could be passed to another person or department and any other option which may fulfill the need. Upon approval by the Regional Director, the Director of Human Resources and the Chief Executive Officer the recruitment to the vacancy may proceed.

## **Job Description**

The manager will prepare a job description ([Appendix A](#)) for each role, which will be used during the selection process. The job description will describe the overall responsibilities of the role and the key tasks involved in doing the job. Each job description will state that the organisation reserves the right to request an employee to be flexible in his or her duties according to service needs.

## **Person Specification**

The organisation will prepare a Person Specification ([Appendix B](#)) for each role, which will be used during the selection process. The person specification will identify the personal attributes that the job holder must possess to perform the job to a high standard. The person specification will include the qualifications necessary for the job, skills, personal attributes, including alignment with the vision of the Muiríosa Foundation, and work experience. The organisation aims to measure experience through the quality of the experience gained and not the quantity of experience in years. Each person specification will outline the criteria that are essential for the role and any criteria that may be desirable.

## **Advertising**

The Muiríosa Foundation retains the right to advertise all positions both internally and externally. Advertisements ([Appendix C](#)) and the selection process will not discriminate on any of the nine grounds protected by the Employment Equality Acts. These are gender, civil status, family status, sexual orientation, religious beliefs, age, disability, race, and membership of the traveller community. It is essential that advertisements for all vacancies are impartial and objective. All staff on protective leave (such as maternity or parental leave) will be informed of each vacancy. All advertisements will use a number of media in order to allow all potential candidates to have an equal opportunity to apply for the vacancy. Advertising refers to advertising in newspapers, on websites, notice boards, television, radio, and in magazines, etc. All advertisements will be posted on the Muiríosa Foundation Web Site (External advertisements) and Intranet (Internal and External advertisements).

## **Application forms**

Application forms ([Click Here](#)) will be freely available to any person who wishes to apply for a vacancy. All advertisements will include instructions on the application procedure and how interested parties may apply.

## **Short-listing and assessment**

During the short listing ([Appendix D](#)), all applicants will be screened to identify the candidates who will be called for the next stage of the process. When selecting candidates to be short-listed, the criteria set out in the person specification will be used. The Muiríosa Foundation aims to ensure that all selection for short-listing will be free from discrimination and that each application will be dealt with on its merits.

For certain roles, the organisation may use psychometric testing to support the short-listing process.

## **Interview and Selection of Successful candidates**

Not all applicants will be called for interview. The organisation aims to ensure an interview process that is free from discrimination. The interview board will usually be comprised of a minimum of two persons. When there are not two managers on the interview board a member of the Human Resources team may join. There may also be an additional relevant person on the interview board who may be a member of staff, a service user, a member of a service

user's family, or any other person who is relevant in the context of the recruitment. A gender-balanced interview panel will be provided where possible, however this may not always be feasible. The selection of persons who sit on the interview board is at the discretion of the organisation and approved by the Director of Human Resources. For posts at Management Grade VII / equivalent and above, a member of the Board of the Muiríosa Foundation may choose to be a member of the interview panel.

Questions posed to the candidates will relate directly to the person's ability to do the job. A full employment history must be available, including a satisfactory history of any gaps in employment as required in the Health Act 2007 (Schedule 2 of S.I. No 367 of 2013). At the end of the interview each member of the interview board will compare the attributes of the candidates against specific criteria laid down in the job description and person specification. Candidates will be scored according to a recruitment matrix that has been designed to reflect the essential and desired criteria in the person specification. Fair and proper procedures will be followed and an Interview Record form is used ([Appendix E](#)). The reasons for non-selection will be identified.

For certain roles the organisation may ask the candidates to sit an appropriate test - for example and not limited to clerical or administration roles. The outcome of this test will form part of the decision making in selecting candidates.

Second interviews may be held with the same interview panel or a different interview panel if deemed necessary.

In addition, candidates may be requested to make a presentation during the interview process, and this will be informed to the relevant candidates in advance of interview.

### **Reference Checks.**

Candidates will be asked to provide details of two previous employers for reference-checking ([Appendix F](#)) – one of these to be the current employer (if the person is in employment). In the case where there are not two previous employers, a relevant professional reference is necessary (for example from the educational establishment, work experience reference or other person deemed relevant by the Muiríosa Foundation for the purpose of recruitment). The organisation reserves the right to seek reference from any other relevant person who has knowledge of the candidate.

References will form part of the decision-making with interview outcome.

### **Vetting Disclosure**

On the 29th of April 2016 the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 was commenced. The commencement of the Act made it a legal requirement for any person working with children or vulnerable persons to be vetted by An Garda Síochána prior to commencing their role. Coinciding with the commencement of new vetting legislation, An Garda Síochána, launched its eVetting service.

Muiríosa Foundation will obtain a vetting disclosure in accordance with this legislation for all new employees and the candidate will not take up duty until the vetting disclosure process has been completed and the Muiríosa Foundation is satisfied that there is no information on the disclosure that such an appointment poses a risk to service users, employees and the organisation.

Candidates being considered for appointments are obliged to complete the official Garda Vetting Form NVB1 ([Click Here](#)), provided by the organisation. The candidate must consent to the making of an application by Muiríosa Foundation and to the disclosure of information by the National Vetting Bureau to the Liaison Person in Muiríosa Foundation pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Details of process is outlined at [Appendix M](#).

## **Pre-employment Process**

Candidates will be asked to attend with their General practitioner to complete a pre-employment Medical Assessment Form. Candidates may also be requested to attend a pre-employment medical with an Occupational Health Physician on behalf of the organisation.

The organisation will also validate any necessary documentation relating to visas and work permits, where applicable. Documentation required to be submitted at pre-employment stage includes: photographic evidence of identity (a current driving license, a current passport or other photographic evidence), documentary evidence of relevant qualifications, education and accredited training, current registration with professional body if relevant.

Once all the pre-employment assessments have been completed and the Employment of the successful candidate is confirmed by the relevant Senior Manager ([Appendix G](#)) a written offer of employment will be extended to the successful candidate, with full details of his or her conditions of employment in the Employment Contract ([Appendix H](#)). At this stage the successful candidate will receive or will have links to the following documentation:

### Contract of Employment

- Contract of Employment ([Appendix H](#))
- Job Description ([Appendix A](#))
- Employee Handbook incorporating Grievance & Disciplinary Procedures and Dignity at Work Policy
- New Starter Form ([Appendix I](#))
- Staff Draw Form ([Appendix J](#))
- Single Public Service Pension Scheme – Applicant Declaration Form
- Declaration of Other Employment with reference to Prohibition on Exceeding Statutory Maximum Working Hours Form([Appendix K](#))
- Safeguarding and Protecting Vulnerable Persons at risk of Abuse [To access click here](#)
- Communication Code
- Trust in Care Policy [To access click here](#)
- Consent form for Administration of Hepatitis B Vaccination and Anti-Body Testing ([Appendix L](#))
- Any other documentation relevant to the post

Relevant information relating to the Nominated Health Agencies Superannuation Scheme (NHASS) or the Single Public Services Pension Scheme will be issued once the candidate completes and returns the form 'Single Public Service Pension Scheme – Applicant Declaration'.

It is organisational policy that all such offers will include a probationary period, including when the successful candidate has been previously employed within the organisation.

It should be noted that an employment contract must be issued to an employee within two months of commencing employment (Terms of Employment (Information) Acts 1994–2014). The Muiríosa Foundation aims to issue an employment contract in advance of employment and only in exceptional circumstances will it be issued after an employee has commenced employment.

## **Core Terms - Day 5 Information.**

Under the Employment (Miscellaneous provisions) Act 2018, the following information will be informed to candidates at least within 5 days of commencement of employment.

1. The full names of the employer and the employee;
2. The address of the employer;

3. The expected duration of the contract, in the case of a temporary contract, or the end date if the contract is a fixed-term contract;
4. The rate or method of calculation of the employee's pay;
5. The number of hours the employer reasonably expects the employee to work per normal working day and per normal working week.

### **Record-keeping**

Records of all applications, screening criteria and interview notes will be kept for a minimum period of 12 months in the Human Resources Department, before being discarded. Feedback will be given to unsuccessful internal candidates to support them in their future development if they request it. There may be instances where the senior person on the interview panel will call candidates to offer feedback and direction.

### **Staff Files**

All details pertaining to the terms and conditions of employment for an employee are held in the Staff File in the Human Resources Department.

Schedule 2 of the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013 requires that the following information be held in relation to staff employed:

- Full Name, address and date of birth
- Evidence of identity, including a recent photograph
- Dates the person commenced and ceased employment (if relevant)
- A vetting disclosure in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- Details and documentary evidence of any relevant qualifications or accredited training
- Relevant current registration status with professional bodies in respect of nursing and other health and social care professional
- Full employment history, together with satisfactory history of any gaps in employment
- Details of any previous experience of carrying out the business of a designated centre
- Two written references including a reference from the person's most recent employer (if any)
- The position the person holds and the work the person performs
- The number of hours the person is employed each week
- Correspondence, reports, records of disciplinary action and any other records in relation to his/her employment

### **Human Resources System**

The Human Resources Department maintains records on the Personnel System CoreHR. The system holds master information in relation to each employee and is updated upon contract changes.

### **Recruitment and Selection Process Steps**

The diagram at [Appendix M](#) further explains the steps involved in the Recruitment process.

**JOB DESCRIPTION**

The following are the headings in the Job Description of each role in the Muiríosa Foundation

**POSITION/TITLE:**

**DEPARTMENT:**

**RESPONSIBLE TO:**

**RESPONSIBLE FOR:**

**JOB SUMMARY:**

**DUTIES AND RESPONSIBILITIES:**

**GENERAL DUTIES**

**POLICIES AND PROCEDURES:**

**CONFIDENTIALITY:**

**CARE OF EQUIPMENT:**

**SELF DEVELOPMENT:**

QUALITY

***LIMITS OF AUTHORITY***

**STANDARDS OF PERFORMANCE:**

***This job description will be subject to review in the light of changing circumstances to include any other duties and responsibilities as determined by management.***

***Standard of performance will be monitored by means of staff appraisal.***

<b>Date</b> _____	<b>Issued:</b>
-------------------	----------------

**PERSON SPECIFICATION**

<b>Post:</b>	
<b>Department:</b>	
<b>Location:</b>	
<b>Date:</b>	

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Educational Standards</b>		○
<b>Work Experience</b>		○
<b>Core Competencies/ Skills &amp; knowledge Required</b>	○	○
<b>Other Factors/ Special Circumstances</b>	○	

**Recruitment Advertisement (Sample / Template)**



**Valuing life, helping people build meaningful lifestyles.**

**Internal Advertisement / External Advertisement**

\_\_\_\_\_ (Role being recruited to)

**Region:** \_\_\_\_\_

**Position/s: Permanent or Fixed Term**

**Hours of work:** \_\_\_\_\_

**Essential Requirements:**

- 
- 
- 
- 
- 

**Desirable Requirements:**

- 
- 
- 
- 

**Informal Enquiries:**

**Person to take enquiries** \_\_\_\_\_

**Their Role:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Note: Applicants are required to clearly demonstrate on their application form how they meet the criteria specified above.**

**To apply: Application forms are available at [www.muiriosa.ie](http://www.muiriosa.ie) or by telephone or email from**

**HR Department Email: \_\_\_\_\_@[muiriosa.ie](mailto:hr@muiriosa.ie) Phone: \_\_\_\_\_**

**Closing date:** \_\_\_\_\_

**Please note that for each position a panel may be formed.**

**The Muiríosa Foundation is an equal opportunities employer**

# Short Listing Form

**Post:** \_\_\_\_\_

**Location:** \_\_\_\_\_

*Short-listing Criteria (refer to Person Specification)  
(Criteria can be essential or desirable please indicate same)*

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

*Indicate by Yes (Y) / No (N) in the boxes 1-5 if the applicant meets each of the short listing criteria.*

*Use continuation sheet if necessary*

Applicants	1	2	3	4	5	Shortlist Yes / No

**Interview Date:** \_\_\_\_\_  
**Interview Panel**

\_\_\_\_\_  
\_\_\_\_\_

**Location:** \_\_\_\_\_

**Time per Interview:** \_\_\_\_\_ *Minutes*

**Signed:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Unit / Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Personnel Use Only:**

**Interview Panel Authorised:**

\_\_\_\_\_  
*Human Resources Department*

## INTERVIEW RECORD FORM (Sample)

Post: \_\_\_\_\_

Candidates Name: \_\_\_\_\_

Date: \_\_\_\_\_

Educational Standard	Comments	Rating
Work Experience	Comments	Rating
Core Competencies / Skills / Knowledge	Comments	Rating
Other Factors	Comments	Rating

(Reference Checks) <sup>1</sup>	Comments	Rating
Reference 1		
Reference 2		

No Evidence of requirement (Not Acceptable)	Little evidence of requirement (Less than Acceptable)	Some evidence of requirement (Acceptable)	Strong evidence of requirement (More than Acceptable)
0	1	2	3

Signed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_

<sup>1</sup> May be used as part of the selection process with the Interview process

## Information requested from Referees as part of the Recruitment process

Reference Request for: \_\_\_\_\_ (Name)

Position Applied for: \_\_\_\_\_ (Position)

The person named above has applied for the post of \_\_\_\_\_ within our Services.

### **The terms and conditions of the Freedom of Information Act applies to this organisation.**

#### *Requested information:*

Are you related to the applicant?	Have you employed the applicant?
Were you the line manager of the applicant during the employment?	Job Title of Applicant during the employment?
Dates of Employment?	Was the probationary period completed?
Reason for leaving employment?	How long have you known the applicant?

Referees are asked to Rate the applicant as Excellent, Good, Fair, Poor under a number of headings as follows:

Performance/Standard of work; Ability; Attitude; Conduct; Attendance; Punctuality; Reliability; Honesty; Ability to use initiative; Attention to detail; General Appearance.

(Other competencies can be added relevant to the role).

The referee is asked to set out the number of sick days over the past period of time. They are also asked to comment if they wish to.

They are asked if they would re-employ the person, and to explain if not.

In addition for record purposes the employer is asked to set out the Parental Leave and Force Majeure taken.

**Confirmation of Staff Appointment**

**Name:** \_\_\_\_\_

(The following to be completed by the relevant Senior Manager or Member of the Management Executive Team)

Having reviewed the completed documentation:

- References
- Garda Vetting/Police Clearance.
- Medical

I propose that \_\_\_\_\_ is appointed to the post of \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contract of Employment – Main headings**

Date: \_\_\_\_\_

**Parties:** This agreement is made between The Muiríosa Foundation and \_\_\_\_\_ (Name).

**Name of Employer:** The Muiríosa Foundation, Moore Abbey, Monasterevin, Co Kildare.

**Name & address of Employee**

**Place of work:**

**Reporting to:** You will be required to report to \_\_\_\_\_

**Job Description: (attached)**

**Start Date:**

**Duration of Contract:**

**Probationary Period:**

**Rate of Pay:**

*Based on relevant Salary scale from Department of Health Consolidated Salary [Pay Scales](#).*

**Hours of Work:**

**Annual Leave:**

**Other Leave:**

**Sick Leave:**

**Notice Required:**

**Confidentiality:**

**Variation:**

**Grievance Procedure:**

**Disciplinary Procedure:**

**Health & Safety:**

**Other Employment:**

**Signed (Employee):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Staff Member)

**Signed (Employer):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Director of Human Resources)

## New Starter Form



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MOORE ABBEY, MONASTEREVIN  
CO KILDARE  
[www.muiriosa.ie](http://www.muiriosa.ie)

### NEW STARTER FORM

**THIS FORM MUST BE COMPLETED & RETURNED TO THE HUMAN RESOURCES DEPARTMENT  
FAILURE TO DO SO MAY RESULT IN LATE PAYMENT OF SALARY  
PLEASE ATTACH YOUR P45 & RELEVANT TAX DETAILS TO THIS FORM.**

#### **EMPLOYEE DETAILS:**

Name of Employee: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 PPS Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

#### **BANK DETAILS:**

Name of Bank/Building Society: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_

Do you have previous pensionable service: Y  N  If yes, please provide details below:

\_\_\_\_\_

Union Membership: \_\_\_\_\_

Other Subscriptions: \_\_\_\_\_

Are you in receipt of Social Welfare Payment? Y  N  - If yes, please provide details below:

\_\_\_\_\_

Do you have a Medical Card: Y  N

#### **NEXT OF KIN DETAILS:**

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**SIGNATURE OF EMPLOYEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Staff Draw Form



**MUIRÍOSA**  
FOUNDATION

MUIRÍOSA FOUNDATION LTD  
MOORE ABBEY, MONASTEREVIN  
CO KILDARE  
Tel. + 353 (0)45 532231 / 525327  
Fax + 353 (0)45 532275  
Email [hr@muiriosa.ie](mailto:hr@muiriosa.ie)  
[www.muiriosa.ie](http://www.muiriosa.ie)

### *STAFF DRAW*

**The Muiríosa Foundation draw will take place each month. The money raised from the draw goes towards providing extra facilities for the Service Users. To subscribe to the draw the bottom portion of this form must filled out, signed and returned to the Payroll Department.**

---

### To Payroll Department

Please deduct €5 from my fortnightly pay for the Staff Monthly Draw until further notice.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Staff Number \_\_\_\_\_

## Appendix K

### Prohibition on Exceeding Statutory Maximum Working Hours, Under Section 33 of the Organisation of Working Time Act, 1997.

To ensure that both the employer and the employee are in compliance with legal requirements under Section 33 of the Organisation of Working Time Act, 1997, it is necessary for all employees to provide the organisation with details of any other employment(s) that the employee is engaged in.

**Employees who are self-employed are not covered by this provision. Also excluded are employees who are working for a relative and are a member of that relative's household and whose place of employment is a private dwelling house or farm in or on which he/she and the relative reside.**

*Please note that should a situation arise where the combined hours worked for the organisation and the other employment(s) place the organisation and (the employee) in breach of the legislation then the employee concerned must change/reduce the hours worked in the other employment(s) in order to prevent such a breach occurring.*

In order to ensure that The Muiríosa Foundation Ltd is not in breach of this Act, the following information is required from all the organisations employees:

Employee's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_   
Details of employment outside the organisation

Do you work for another employer?      Yes \_\_\_\_\_      No \_\_\_\_\_

**If yes, please complete the following details:**

TIME	MON	TUE	WED	THUR	FRI	SAT	SUN
<b>STARTING</b>							
<b>FINISHING</b>							

Do these hours vary from week to week?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please give details: \_\_\_\_\_

More than one other employer:

**Should you be employed by more than one other employer (apart from the Muiríosa Foundation) please repeat the above information for each such employer on a separate sheet.**

**Please Note**

**You must notify the organisation if there is any change to the details as outlined above.**

Signed \_\_\_\_\_      Date \_\_\_\_\_  
Employee

Signed \_\_\_\_\_      Date \_\_\_\_\_  
On behalf of the Organisation

**IT IS ESSENTIAL THAT YOU RETURN THIS FORM TO THE HR DEPARTMENT, MOORE ABBEY, MONASTEREVIN, CO KILDARE REGARDLESS OF ANY ADDITIONAL EMPLOYMENT**

# Hepatitis B Vaccination Consent Form

Appendix L



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MOORE ABBEY, MONASTEREVIN  
CO KILDARE

[www.muiriosa.ie](http://www.muiriosa.ie)

## ADMINISTRATION OF HEPATITIS B VACCINATION AND ANTI-BODY TESTING

### FORM A CONSENT FORM

I have received information on the Hepatitis B Vaccination course and pre/post blood testing for Hepatitis B and anti-body.

I declare I am not pregnant and am aware that I should not become pregnant within one month of any dose of the Hepatitis Vaccine.

I, \_\_\_\_\_ consent to providing a blood sample for pre/post vaccine testing.

I, \_\_\_\_\_ do not consent to providing a blood sample for pre/post vaccine testing.

**Name: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**D.O.B:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

-----

I, \_\_\_\_\_ consent to receiving the course of Hepatitis B Vaccine(s) / booster.

I, \_\_\_\_\_ do not consent to receiving the course of Hepatitis B Vaccine(s) / booster.

**Name: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Recruitment and Selection Process

<b>Step</b>	<b>Responsibility</b>	<b>Process</b>
Identify Post/s for recruitment	Senior Manager	Complete the Business Case (Appendix A) to present to the Regional Director, Director of Human Resources and Chief Executive Officer.
Approval	Regional Director, Director of HR, CEO	Judgment of the requirement for the post, the cost and the organisational implications of the filling / not filling of the post/s
Pass to Human Resources	Director of Human Resources	Pass the completed form to HR following approval to commence the steps for selection and recruitment of the post/s
Prepare Job Description and Person Specification	Senior Manager / Local Manager	Outline the requirements of the role in a job description (Appendix B) and the Person Specification (Appendix C) including the Educational Standard, Work Experience, Core Competencies, Skills, knowledge required for the role. Any other relevant factors necessary for the role must also be included.
Prepare Advertisement	Human Resources Officer	Draft an advertisement (Appendix D) and liaise with the relevant senior manager to ensure it captures the requirements for the role to attract suitable candidates. Decide who will take enquiries and include on the advertisement. Decide where the post/s should be advertised. Set a closing date (allow two weeks minimum).
Advertise the position/s	Human Resources Officer	Place the advertisement as agreed – Newspapers, web, magazines and so on. In addition <b>any person on protective leave</b> is made aware of the details of the advertisement.
Set up the post on system	Human Resources Officer	The system is updated to include a new post
Open a competition file	Human Resources Officer	Include the Business case, job description, person specification, advertisement and all applications
Set the Short listing criteria	Senior Manager / Local Manager	From the Person Specification the Sort Listing criteria is set. Decide whether references are sought in advance and whether they will form part of the decision making in respect of selection.
Agree Interview panel & schedule	Senior Manager / Director of Human Resources	Normally two people on a panel, but can vary according to the job role. There may be external involvement in an interview panel.
Short list candidates for interview	Senior Manager / Local Manager	Based on Short listing criteria reduce the number of candidates to a manageable level.
Conduct interviews	Interview panel	Using interview assessment form (Appendix G) and outcome of any test
Second interview	Interview panel (2)	It may be necessary to conduct a second interview with an appropriate second interview panel.
Make the selection	Interview panel	Based on the outcome of the selection process

## Pre-Employment Process

<b>Step</b>	<b>Responsibility</b>	<b>Process</b>
Reference checking	Human Resources Officer	References to be sought (Appendix H). Any concern raised on a reference to be brought to attention of the relevant Local Manager and Senior Manager.
Garda Vetting	Human Resources Officer & Candidate	The Garda Vetting form of the successful candidate/s submitted to the Human Resources Department. Photographic Identification and Proof of Address is required as is the candidates email address. The details are transcribed from the form to the Garda Vetting portal by the Human Resources Department personnel. When the process is complete the Garda Vetting Unit send an email of the disclosure outcome to the Human Resources contact. The candidate will receive an email from Garda Vetting Unit informing them of the completed process. The Human Resources Department personnel then inform the relevant manager/volunteer coordinator that a vetting process has been completed for the applicant.
Letter of Offer	Human Resources Officer	Upon receipt of necessary forms a letter of offer is sent to the successful candidate subject to receipt of acceptable Garda Clearance.
Medical Review	Human Resources Officer	The successful candidate must attend their GP to complete the medical review form (Appendix J). A follow up Medical review by an Occupational Health Physician may be necessary.
Confirm start date	Human Resources Officer	Upon receipt of satisfactory pre-employment documentation and the relevant Senior Manager has confirmed appointment, a start date is confirmed.
Induction training	Education & Training Department	The staff member must attend essential training as per the Corporate and Service Induction Policy. This may be in advance of
Issue Contract	Human Resources Officer	The Employment Contract (Appendix L) containing terms and conditions of employment is signed by the Director of Human Resources and forwarded to the successful candidate. If they are satisfied they will sign the contract and return.

**Revision History.**

<b>Issue Number</b>	<b>Issued by</b>	<b>Date</b>	<b>Description</b>
1	O. Leonard Director of HR	June 2014	Recruitment and Selection Policy and Procedure
2	O. Leonard Director of HR	Feb 2018	Amended to include E-Vetting; Business Case form updated; Application form updated; other minor corrections phone numbers and email address.
3	O. Leonard Director of HR	April 2019	Amended to include provisions of Employment (Miscellaneous Provisions) Act 2018, specifically the Day 5 essential terms. Update Garda Vetting Process. Links to Intranet/Sharepoint for Business case, Application form and Garda Vetting form.