



2 Information for applicants

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s).

The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates.

Communications

Applications will be acknowledged by email. If you do not receive confirmation of receipt within 2 hours of submitting your application online, please contact hr@tcd.ie immediately and prior to the closing date/time.

All communication with applicants will be by email.

By submitting your application electronically, you are declaring that the information you are supplying is factually correct.

Trinity College Dublin reserves the right to withdraw any offer of employment or if you have commenced employment, to terminate your employment should any of the information provided in the application be found to be false or misleading.

Eligibility

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Business, Enterprise and Innovation and further information on the Highly Skilled Eligible Occupations List and the Ineligible Categories of Employment are set out in the Regulations.

<https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/>.

Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Qualifications and Brexit

Applicants should note that for qualifications acquired in the UK from 1st January 2021, mutual recognition of professional qualifications (MRPQ) between the EU and the UK no longer applies.

Full list of the regulated professions and competent authorities can be accessed here

<https://www.education.ie/en/The-Education-System/Qualifications-Recognition/Contact-List-Mutual-Recognition-of-Professions.pdf>

More information is available on the Irish Government website www.gov.ie - [Further and Higher Education and Brexit \(www.gov.ie\)](http://www.gov.ie)

UK nationals, irrespective of where they acquired their qualifications, and EU citizens with qualifications acquired in the United Kingdom will need to have their qualifications recognised in the relevant Member State on the basis of each country's existing individual rules applicable to the qualifications of third-country nationals as of the end of the transition period.

Pre-Employment Medical

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

Pension Entitlements

This is a pensionable position and details of the relevant Pension Scheme will be provided to the successful applicant on receipt of the completed Pre-Employment Declaration form. Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Garda Clearance

Police vetting may be sought in respect of individuals who come under consideration for a post.

Applicants will be required to complete and return a Garda Vetting form should they come under consideration for appointment. In some cases, they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed. If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

If an applicant has resided in countries outside of Ireland for a cumulative period of 3 years or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland. Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.