

1ST APPOINTMENT

1. Appointment form (*typed and authorized*)
2. Completed Pay Mandate form
3. Proof of PPS Number e.g. copy of social welfare card, social welfare documentation or recent correspondence from Revenue (*Please note without proof of PPS number payments will be subject to the higher rate of tax – currently 40%*)
4. Double employment form
5. Safeguarding and Protection of Children, Young Persons and Vulnerable Adults Policy
6. Proof of Date of Birth e.g. copy of passport or driving license
7. Copies of transcripts showing 1st or 2nd class honors degree or equivalent
8. Curriculum Vitae
9. Documentary evidence of appointee's previous Public Service experience prior to 1st January 2011 in the same or an analogous grade, role or position (*in the absence of this, appointments will be made at revised rate of pay announced in Budget 2011, where appropriate*)
10. Garda Vetting (*with effect from 1st December 2017, Garda vetting is mandatory for all staff. Please complete the Garda vetting form and return to the relevant Human Resources Department*)
11. Copy of current in-date Irish Residence Permit (IRP) (*where applicable*)

2ND OR SUBSEQUENT APPOINTMENT

1. Appointment form (*typed and authorized*)
2. Completed Pay Mandate form (*Only to be completed if bank account details changed from previous appointment*)
3. Double employment form
4. Completed Safeguarding and Protection of Children, Young Persons and Vulnerable Adults Acceptance Form
5. Garda Vetting (*Garda vetting is valid for 4 years*)
6. Copy of current in-date Irish Residence Permit (IRP) (*where applicable*)