

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. Completed Double Employment Form
5. Protection of Children 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. Completed Double Employment Form
4. Completed Protection of Children and Vulnerable Adults Policy Acceptance Form
5. Garda Vetting (*Garda vetting is valid for 4 years*)
6. Copy of current in-date Irish Residence Permit (IRP) (*where applicable*)

PAY MANDATE FORM

I understand that payment is by way of direct credit to my nominated bank account. I hereby authorize TU Dublin to forward salary and expenses payments directly to the nominated bank account as detailed hereunder: -

Name: _____ **Staff no.** _____

Home address: _____ Mobile no. _____

Bank Account Details

Bank Account Name Holder:

Bank Name: _____

Bank Address:

International Bank Account Number (IBAN)[illegible]

Bank Identifier Code (BIC/Swift Code)

[illegible]

Employee's Authorization Signature

Date

WORKING TIME ACT

Prohibition on exceeding Statutory Maximum Working Hours, under Section 33 of the Organisation of Working Time Act, 1997

Under section 33 of the Organisation of Working Time Act, 1997, Employers are prohibited from employing employees to work on any day or during any week where the employee has worked for another employer(s), where the aggregate of the periods worked exceeds that permitted by the legislation. To do so will be an offence under the Act and may render both the employer and the employee liable to prosecution.

To ensure that both the employer and the employee are in compliance with the legal requirements, it is necessary for all employees to provide TU Dublin 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 the employee and the relative reside.

Please note that a situation could arise where the employee's hours worked for TU Dublin combined with their other employment(s) could place the University (and the employee) in breach of the legislation. In this situation the employee concerned must change / reduce the hours worked in one of them employment(s) in order to prevent such a breach occurring.

Details of Employment outside of TU Dublin

Do you work for any other Employer? Yes ☐ No ☐

If yes, please provide the following details:

	MON	TUES	WED	THURS	FRI	SAT	SUN
Starting Times							
Finishing Times							

Do these hours vary from week to week? Yes ☐ No ☐ If yes, please give details:

If you are employed by more than one other employer (besides TU Dublin), please repeat the above information for each employer on a separate sheet.

You must notify the University if there is any change to the details as outlined above

ACCEPTANCE OF THE TU DUBLIN PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY

I have read the TU Dublin Protection of Children and Vulnerable Adults Policy and agree to abide by its contents. There is no reason why I would be considered unsuitable to work with children, young people or vulnerable adults.

For staff involved in the **School/Area to be included:**

I understand that it is my responsibility to ensure that this Policy is brought to the attention of any other TU Dublin staff member or student involved in my activity.

Signature: _____

Date: _____

Print Name: _____

Department: _____

This form must be retained by Human Resources (for new staff) and the Designated Liaison Person or their nominee (for existing staff).