



An tSeirbhís um Cheapacháin Phoiblí  
Public Appointments Service

## CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of

**Forensic Accountant (6 Posts)  
(Professional Accountant Grade 1)  
Office of the Director of Corporate Enforcement  
Department of Jobs, Enterprise and Innovation**

**Closing Date: 17<sup>th</sup> December 2015**

Cid:15

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

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Contact: Linda Bridger, PROFESSIONAL & TECHNICAL RECRUITMENT  
CHAPTER HOUSE  
26 – 30 ABBEY STREET UPPER  
DUBLIN 1

Telephone Number: (353) 1 8587641

Main Number: (353) 1 858 7400

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**Forensic Accountant**  
**(Professional Accountant Grade 1)**  
**In the**  
**Office of the Director of Corporate Enforcement**  
**Department of Jobs, Enterprise and Innovation**

**Background:**

The mission of the Department of Jobs, Enterprise and Innovation (the Department) is to encourage the creation of high quality and sustainable full employment by championing enterprise across government, supporting a competitive enterprise base, promoting a low tax environment to incentivise work and enterprise and promoting fair and competitive markets.

The Office of the Director of Corporate Enforcement (ODCE) is an Office of the Department. Its specific mission is to improve the compliance for company law in the Irish environment.

The ODCE was established under the Company Law Enforcement Act 2001 (the Act). Under the Act, the principal functions of the Director of Corporate Enforcement include the:

- encouragement of compliance with the Companies Acts;
- investigation of instances of suspected offences under the Companies Acts;
- enforcement of the Companies Acts, including the prosecution of offences by way of summary proceedings;
- referral of cases, at his discretion, to the Director of Public Prosecutions for consideration as to whether they should be prosecuted on indictment;
- exercise, insofar as considered necessary or appropriate, of a supervisory role over the activity of liquidators and receivers in the discharge of their functions under the Companies Acts.

Those statutory functions have been further distilled into the ODCE's high level goals, which are to:

- promote a greater understanding of affected parties' rights and duties under company law;
- confront unlawful and irresponsible behaviour insofar as it relates to company law; and
- provide a quality customer service to internal and external stakeholders.

*Structure and current resources*

Currently, the ODCE has a staff complement of approximately 40 comprising solicitors, accountants, members of An Garda Síochána, civilian case officers and administrative staff. Its budget for 2015 is €5m.

Having regard to its principal statutory functions, and the associated workstreams, the ODCE is organised into a number of Units, each of which comes under the responsibility of a Head of Function. Further information regarding the ODCE's principal activities can be accessed at [www.odce.ie](http://www.odce.ie).

## **The Role**

The Forensic Accountant is a senior level post within the Office, reporting to a Head of Function or, as may be required from time to time, directly to the Director. As such, the successful candidates must be capable of demonstrating an appreciation for the pivotal nature of their roles and functions within the organisation.

The nature of these demanding roles will be wide and varied. In that context, the following is a non-exhaustive overview of the types of work that the successful candidates are likely to be engaged in:

- managing individual cases/a portfolio of cases;
  - developing strategies and plans for progressing individual cases;
- the effective management of competing priorities;
- investigating alleged breaches of company law, including:
  - gathering evidence (including by the exercise of statutory powers of production or on foot of search warrants);
  - liaising with third parties as necessary;
  - critically and forensically analysing financial, and other information/evidence;
- drafting written reports, detailing, *inter alia*, analysis undertaken, conclusions, proposals and recommendations;
- preparing case files and other appropriate materials in contemplation of civil and/or criminal legal proceedings (in conjunction with other ODCE staff as necessary);
- testifying, as required, in Court proceedings initiated by the ODCE or by the Director of Public Prosecutions;
- examining, and making determinations in respect of liquidators' reports under section 682 of the Companies Act 2014;
- contributing to/leading on projects associated with the ODCE's supervision of insolvency practitioners;
- contributing to/leading on the ongoing development and improvement of policies and procedures;
- contributing to/leading on the ongoing development and improvement of risk assessment and analysis methodologies;
- providing advice and other professional input on matters relating to accounting, audit and related disciplines;
- co-operating with other regulatory and enforcement Agencies on matters of mutual interest;
- contributing to/leading on the ongoing development of advocacy materials;
- relationship management and development;
- contributing to the ODCE's ongoing compliance with its obligations as a public sector organisation;
- contributing to/leading on projects associated with any other aspect of the ODCE's mandate and functions as required.

## **Location**

Office of the Director of Corporate Enforcement, 16 Parnell Square, Dublin 1.

## ENTRY REQUIREMENTS

### **Essential:**

Candidates must on or before 17<sup>th</sup> December 2015

1. have full membership of a prescribed accountancy body supervised by the Irish Auditing and Supervising Auditing Authority (IAASA)
- and**
2. have significant post qualification experience at a suitably senior level in audit, forensics, insolvency and/or in another area of relevance to the role;
  3. be flexible, results-focussed and have the ability to work under pressure in a complex, legal, technical and regulatory environment;
  4. be capable of operating effectively on their own initiative;
  5. be capable of demonstrating the capacity to analyse and assimilate large volumes of complex material and to identify quickly the key issues;
  6. have an appreciation of the requirements for working effectively in a multi-disciplinary environment, including the flexibility and mobility to work effectively with all other relevant colleagues and stakeholders across sectoral, organisational and professional boundaries
  7. possess strong project management skills;
  8. have demonstrated a strong track record in the exercise of sound professional judgement;
  9. possess the capacity to operate effectively and credibly at senior levels, both within the organisation and externally;
  10. possess excellent communications and interpersonal skills;
  11. be technically proficient to a high level in one or more areas of relevance to the role;
  12. be capable of demonstrating an appreciation of the ODCE and its position and role within the wider functions of the Department and the environment in which it operates and have a strong commitment to serving the public interest.

### **Desirable**

additional qualifications of relevance (for example, in the area of forensics)

## **Eligibility and Certain Restrictions on Eligibility to Compete**

### **European Economic Area Nationals**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Scheme (VRS). It is a condition of the VER Scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of the schemes or other Public Sector Voluntary Redundancy Schemes are not eligible to compete in this competition.

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

### **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## Principal Conditions of Service

### General

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

### Pay

#### Personal Pension Contribution (PPC) Pay Rate:

The salary scale for the position (rates effective from 1 November, 2013) in the case of new entrants and established officers appointed on or after 6 April 1995 is: is as follows:

€61,698.00    €65,000.00    €65,000.00    €66,742.00    €68,707.00    €70,668.00  
€72,626.00    €74,956.00(NMAX)    €77,556.00(LS11)    €80,140.00(LS12)

\*LSI 1 is Long service Increment after 3 years on Max of scale.

\*LSI 2 is Long service increment after 6 years on Max of scale.

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation. The rate of pay may be adjusted from time to time in line with Government pay policy.

#### **Important Note:**

Different pay and conditions may apply if immediately prior to appointment the appointee is a serving Civil or Public Servant

Statutory deductions from salary will be made as appropriate by the Department of Jobs, Enterprise and Innovation.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. In the event of such an occurrence, the Department will advise you in writing of the amount and details of any such overpayment and give you at least one week's notice of the deduction to take place and will deduct the overpayment at an amount that is fair and reasonable having regard to all the circumstances.

#### Tenure and probation:

The appointment is to an established position in the Civil Service. The appointee will be required to serve a 12 month probationary period..

During the period of the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract, a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) of the Civil Service Regulation Acts 1956-2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above.

The details of the probationary process will be explained to you by your employing Department and you will be given a copy of guidelines on probation issued by the Department of Public Expenditure and Reform.

In the event that you are not considered as suitable to the position of Professional Accountant Grade 1 having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of this contract and any extensions thereof.

### **Unfair Dismissals Act 1977 - 2005:**

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed

### **Suspension of Probation**

The Department may suspend the probationary period and, as a result, extend the term of the probationary contract in the following circumstances:

- the probationary period will be suspended if the officer is on Maternity or Adoptive leave,
- the probationary period may, at the discretion of the Department, be suspended where the employee is absent on any other form of statutory or non- statutory leave.

Where the Department's ability to assess the officer and/or the officer's ability to demonstrate their suitability for permanent appointment is compromised by the officer's absence on leave, the contract period will be extended by the period of leave taken.

### **Duties:**

You will be required to perform any duties appropriate to your grade which may be assigned to you during the probationary period. You may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties

### **Headquarters:**

On appointment to the Department your headquarters will be at the Office of the Director of Corporate Enforcement (ODCE), or be such as may be designated from time to time by the Head of the Department. When absent from home and headquarters on official duty you will be paid appropriate travelling expenses and subsistence allowances, in accordance with Civil Service regulations.

### **The Organisation of Working Time Act 1997**

The terms of the Organisation of Working Time Act 1997 will apply to your employment and the hours of attendance and leave entitlements that will apply is at Section 10 below

### **Hours of attendance:**

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes gross per week. The successful candidate will be required to work with such additional hours from time to time as may be reasonable and necessary for the performance for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

### **Annual Leave:**

The annual leave allowance will be 30 working days a year. This allowance which is subject to the usual conditions regarding the granting of annual leave is on the basis of a five day week and is exclusive of the usual public holidays.

### **Sick Leave:**

Pay during properly-certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro rata basis in accordance with the provisions of the sick leave Circulars.



Officers who are paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due to you under the Social Welfare Acts direct to the Department of Jobs, Enterprise and Innovation. Payment of salary during illness will be subject to you making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

**Secrecy, confidentiality and standards of behaviours:**

**Official Secrecy and Integrity**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014.. The officer will agree not to disclose to third parties any confidential information, especially information with commercial potential, either during or subsequent to the period of employment.

**Civil Service Code of Standards and Behaviour**

The officer will be subject to the Civil Service Code of Standards and Behaviour.

**Ethics in Public Office Act 1995**

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

**Prior approval of publications:**

An officer will agree not to publish material related to his or her official duties without prior approval by the Minister.

**Political activity:**

During the term of employment the officer will be subject to the rules governing civil servants and politics

**Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

**a)Pensionable Age**

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

**b)Retirement Age:**

Scheme members must retire at the age of 70.

**c)Pension Abatement**

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act

2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

### **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

#### **d) Prior Public Servants**

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

#### **e) Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

#### **f) Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009 (as amended).

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.

**Personnel Code:**

Further details and circulars regarding these terms and conditions can be found in An Cod Pearsanra and are available on the following web site [www.circulars.gov.ie](http://www.circulars.gov.ie)

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate**

## COMPETITION PROCESS

### How to Apply

Applications should be made **online** through [www.publicjobs.ie](http://www.publicjobs.ie) All sections of the form must be fully completed.

Before applying candidates should log-on to [www.publicjobs.ie](http://www.publicjobs.ie) and if you have not already done so you must register as a **'New User'** to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via 'My Applications'. At this point you should consider adding publicjobs.ie to your safe senders or contact list within your email account to avoid not receiving email because a publicjobs e-mail has been blocked.

Only applications fully submitted online will be accepted into the campaign. **Applications will not be accepted after the closing date.**

### Closing date

**Your application must be submitted on the Public jobs website not later than midnight, Thursday, 17<sup>th</sup> December 2015** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Linda Bridger** at (01) 8587641 or email: [linda.bridger@publicjobs.ie](mailto:linda.bridger@publicjobs.ie)

**The interviews for these posts are likely to be held in January/February 2016.**

You are advised to check your messageboard on a regular basis as email notifications of updates/tests/Interviews etc issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Public Appointments Service (PAS)

The PAS accept no responsibility for communication not accessed or received by an applicant Candidates should make themselves available on the date(s) specified by the PAS and should make sure that the contact details specified on the application form are correct.

### Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate

### Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

### **Security Clearance**

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed by the Public Appointments Service. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

### **Other important information**

The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Public Appointments Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

### **Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition**

#### **Candidates' Rights** - Review Procedures in relation to the Selection Process

The Public Appointments Service will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>

Where a candidate is unhappy with an action or decision in relation to an application, s/he can seek a review under Section 7 of the code of practice:-The candidate must address his/her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the Chief Executive, Public Appointment Service, in the first instance. A complaint or request for review must be made within 10 working days of the notification of the initial decision or within 5 working days of the outcome of the informal review stage, if availed of.

However, where the decision being conveyed relates to an interim stage of a selection process, a request for review must be received within 4 working days of the date of receipt of the decision. Candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them

In communicating the outcome to the candidate, which will be done by means of written report, the initial reviewer should indicate that he/she may seek further review by referring the matter to the Decision Arbitrator and that a request to do so must be made with 7 working days of receipt of the outcome of the initial review. Where a candidate believes that an aspect of the process breached the CPSA's code of practice, s/he can have it investigated under Section 8 of the code by the CPSA.

### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

knowingly or recklessly provide false information  
canvass any person with or without inducements  
interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **Specific candidate criteria**

Candidates must:

Have the knowledge and ability to discharge the duties of the post concerned  
Be suitable on the grounds of character  
Be suitable in all other relevant respects for appointment to the post concerned;  
and if successful, they will not be appointed to the post unless they:

Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed

Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the Public Appointments Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request.

### **Data Protection Acts, 1988 and 2003**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: The Data Protection Co-Ordinator, Public Appointments Service, "Chapter House", 26-30 Abbey Street Upper, Dublin 1, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Public Appointments Service'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.