

Garda Vetting and Police Clearance

Developed by: Drogheda Services for Older People.

Date Developed: August 2014. 2017, 2018, October 2021.Sept 2023

Developed By: Nursing Department.

Date Approved: August 2014, October 2021, Sept 2023

Implementation Date: April 2009

Review Date: Sept 2026 or as changes arise Nationally

Policy Reference Number: DSOP

No. of Pages: 11

Status of the Policy: Final

Policy on Garda Vetting.

The HSE will carry out Garda Vetting Clearance on all new employees where their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). New employees engaging in relevant work will not take up duty until the Garda Vetting Clearance process has been completed and the HSE is satisfied that such an appointment does not pose a risk to clients, service users and employees.

As part of the Garda Vetting process an applicant must disclose any and all convictions. This disclosure must include such offences as driving offences, non-payment of a TV licence and public order offences, and includes the application of probation or community service. This covers offences in the Republic of Ireland and Northern Ireland.

All applicants will sign a detailed Standard Declaration which forms an integral part of their application form. Candidates who apply using the online application form and application forms submitted by e-mail will be required to sign the Standard Declaration in person when they attend for interview.

The HSE will refer to the An Garda Síochána individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the HSE or on the Garda E-Vetting Form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.

Further information on the Garda Vetting process is available from the National Vetting Bureau: <https://vetting.garda.ie/Help/FA>

Applicants who have resided overseas for a period of 6 months or more:

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Policy on Garda Vetting. Sept 2023 The Village Residence

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK clearance to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

Procedure for the completion of Garda Vetting application Forms

The official Garda Vetting Forms can be received from Erika T Secretary to the Director of Nursing. Copy below is for information purposes only.

Please read this leaflet carefully before completing your Garda Clearance Form.

The Garda clearance application form must be printed as a double-sided document (use the front and rear of one A4 page only)

It is essential that you complete the attached Garda Clearance Form fully correctly and legibly using BLOCK CAPITALS.

The vetting applicant must complete the personal details requested on the form. All subsequent amendments to personal details must also be completed by the vetting applicant only. (All amendments must be dated and initialed by the vetting applicant)

If the form is not completed correctly it will be returned to you. This will significantly slow down the vetting process.

If a section of the form is not relevant in your case you must enter 'N/A' or 'Not Applicable'.

Do not use correction fluid on any part of the form.

Any information you wish the Gardaí to take into account when examining your application must be included on the actual application form and not included on notes attached to the form.

Please note it is your responsibility to ensure you complete the form correctly **before** submission to your line manager. Your line manager is responsible for ensuring that the form is correct **before** submission to the Garda Vetting Liaison Office.

Line managers must submit the original correctly completed forms to the Garda Vetting Liaison Office within three months of the date the Candidate has completed the application form.

1. Surname: Insert your current surname

2. **Previous name:** If applicable Insert your previous name here (e.g maiden name)

3. **Forename:** Write all your forename(s) / Christian name(s) in full do not use
Initials

4. **Alias:** If you are known by any name other than that /
those on your birth certificate please insert here.

5. **P.P.S. No.** Please enter your P.P.S Number here (if Known)

6. **Date of birth:** Insert your date of birth (dd/mm/yyyy)

7. **Place of birth:** Insert the Country & city or town where you were born
(example: Ireland, Dublin)

8. **Have you ever changed your name?**

8.1. If yes, tick 'yes' box, **If yes please state former name:** Insert any previous surnames if applicable (in the event that you were married on more than one occasion or that you have changed your name because of adoption; changed by deed poll etc.)

8.2. If no, tick 'no' box.

9. **Please state all addresses in full* from year of birth to present date:** it is very important that your current address and all previous addresses, including all addresses abroad, are provided. You must also insert the years that you resided at these addresses Year from (yyyy) and Year to (yyyy). These will be checked and if there is any time unaccounted for, the form will be returned to you. Please insert "N/A" (Not Applicable) in sections not relevant, do not leave any section blank or insert strokes/dashes. If there is insufficient space for all of your addresses on this section of the form – use the rear of the form. As much detail as possible must be given for all addresses. Do not use abbreviations

Special Note for applicants who may have travelled for extended periods and have no fixed address for that period – you will be required (as a minimum) to state the duration of your travels along with an indication of the cities/town visited in every country visited.

* Write full postal addresses in all cases (Please do not list post office boxes)

10. Have you ever been convicted of an offence in the Republic of Ireland or elsewhere? If no, tick 'no' box. If yes, tick 'yes' box and then please provide details of conviction(s), i.e. Date, Court, Offence, Court Outcome.

11. A statement should be provided here of **all** prosecutions, successful **or not**, pending or completed, in the State or elsewhere. This includes court outcomes such as non-conviction, probation, Taken into Consideration, suspended sentence.

12. Declaration: You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. Ensure that you do not include extra names or initials here that are not accounted for as your forenames or alias. It is important to note the authorisation you are providing as you may be contacted in the event that details of prosecutions are returned from the Garda central vetting unit.

This section below the line (see extract below) is for completion by the line Manager/ GVLO use only.

FOR HSE OFFICE USE ONLY

Line Manager: _____ Location: _____

Authorised Signatory: _____ Reg. No.: _____ Date : _____

Please print name: _____

**Fiona McKeown, HR Manager, Louth
Primary Care Services, HSE, Dublin
Road, Dundalk, Co. Louth**

Note: Original applications forms are required for vetting purposes – photocopies or scanned applications are not acceptable.

If you have any queries, please contact your line manger or the person that issued the form to you.

Policy on Garda Vetting. Sept 2023 The Village Residence

SURNAME:		PREVIOUS NAME (if any):			
FORENAME:		ALIAS (if any):			
DATE OF BIRTH: (dd/mm/yy)			PLACE OF BIRTH:		
HAVE YOU EVER CHANGED YOUR NAME?				YES	NO
IF YES PLEASE STATE FORMER NAME:					

PLEASE STATE <u>ALL</u> ADDRESSES FROM YEAR OF BIRTH TO PRESENT DATE (incl all addresses outside the Republic of Ireland):							
HOUSE NO.	STREET	TOWN	COUNTY	POST CODE	COUNTRY	YEAR FROM (YYYY)	YEAR TO (YYYY)

Revised June 2014

An Garda Síochána Use Only

Reference No.:



Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No ☐ Yes ☐ If yes, please provide details below & also details of all prosecutions, successful or not, pending or completed, in the State or elsewhere

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION OF APPLICANT

I, the undersigned who have applied to work as / employed as a *_____ hereby authorise An Garda Síochána to furnish the Health Service Executive (HSE), a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31st March 2014. * this field is mandatory.

I am aware that any information resulting from this inquiry may be shared for recruitment, selection and appointment purposes within the HSE and other HSE-funded organisations in the event that I apply for employment / positions within any area of the HSE or any HSE-funded organisation.

Policy on Garda Vetting. Sept 2023 The Village Residence

Signature of Applicant : _____

Date :

Please print name: _____

FOR HSE OFFICE USE ONLY

Line Manager _____

Location _____

authorised Signatory : _____ Reg. No. : _____ Date : _____

PLease print name:

To be completed by the Garda Central Vetting Unit

Checks were carried out by this office in accordance with current Garda Vetting policy and based on the information supplied in this application form. The r Results are as indicated below:

+No convictions

Convictions

Prosecutions are pending

NOTE : Checks were carried out at this office based on the information supplied. The convictions may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: _____ Member I/C

HOUSE NO.	STREET	TOWN	COUNTY	POST CODE	COUNTRY	YEAR FROM	YEAR TO

Policy on Garda Vetting. Sept 2023 The Village Residence

[illegible]

Appendix One. Official Declaration can be obtained from Michael McCaul.

Statutory Declaration – New Employees

I, of _____,

in the County of _____ aged eighteen years and upwards SOLEMNLY AND SINCERELY
DECLARE as follow:-

1. This Declaration relates to my application for the position of _____ with the Health Service Executive as to my suitability for that position.
2. I hereby declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust

Policy on Garda Vetting. Sept 2023 The Village Residence

in which I would be placed by virtue of my appointment to the above position. I further declare that by making this declaration, I shall undertake, as soon as practicable, to bring to the attention of the Health Service Executive any matter which may adversely affect that position of trust. I further declare that I have given my irrevocable consent to the Health Service Executive to make or cause to be made full enquiries with the Central Vetting Unit of An Garda Siochana in relation to my suitability to hold the above position with the Health Service Executive.

1. I further declare that I understand, accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) where I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive, or where I have made any false statement of misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

1. I refer to the extract from the Public Service Management (Recruitment and Selection) Act 2004, annexed hereto upon which I have endorsed my name prior to making this declaration. I say that I have read, understood and accept the provisions therein and in particular that any incorrect, false or misleading information provided during the recruitment process or any action prohibited under the Act shall jeopardise any employment with the Health Service Executive and I make this declaration with such prior knowledge.

1. I make this Solemn Declaration consciously believing it to be true for the satisfaction of the Health Service and pursuant to the provisions of the Statutory Declarations Act 1938.

1 Revised 11/09/2023

Policy on Garda Vetting. Sept 2023 The Village Residence
Declared before me by

whose identity has been established to me prior to the taking of this Declaration by the production of the relevant documentation(see *below*) to me of Passport/National Identity Card/Travel Document Number issued on by the authorities of which is an issuing authority recognised by the Irish Government

or

who is identified to me by *insert name* _____ who in turn is personally known to me at (*state address*) _____ on the day of _____ month _____ year _____

Signed

—
Print Name

P
r

/

The Cottage Hospital.	POLICY NO:	
	Date reviewed	August 2014
	Page 12 of 14	
Policy on Garda Vetting		

The Public Service Management (Recruitment and Selection) Act 2004, Part 5, Obligations' of Candidates in Respect of Recruitment and Selection Procedures

53.-This Part applies to-

(a) The carrying out under this Act of any recruitment and selection of persons for positions within the public service, and

(b) The selection for promotion of civil servants or the staff of any other public service body.

54.-In respect of a competition for a position within the public service, a person shall not-

(a) Knowingly or recklessly make an application that is false or misleading in a material respect for the position,

(b) In purported compliance with a requirement for the position, knowingly or recklessly provide any information or documentation that is false or misleading in a material respect,

(c) Canvass any person, with or without inducements, on his or her own behalf or on behalf of a candidate for the position,

(d) Personate a candidate at any stage of the recruitment and selection process concerned,

(e) Knowingly or maliciously obstruct a person engaged in the conduct of the competition or otherwise interfere with the general conduct of that competition,

(f) Knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it,

(g) Interfere improperly with the competition process or competition records so as to confer an advantage or a disadvantage on any candidate.

55.-(1) In respect of *paragraphs* (a) to (g) of *section 54*, a person who contravenes any of those paragraphs is guilty of an offence.

(2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under *subsection (1)* or conspires with another person for the commission of any such offence is guilty of an offence.

The Cottage Hospital.	POLICY NO:	
	Date reviewed	August 2014
	Page 13 of 14	
Policy on Garda Vetting		

(3) A person who is guilty of an offence under this section is liable -

(a) On summary conviction to a fine not exceeding €3,000 or to imprisonment for a term not exceeding 6 months, or to both, or

The Cottage Hospital.	POLICY NO:	
	Date reviewed	August 2014
	Page 14 of 14	
Policy on Garda Vetting		

(b) On conviction on indictment to a fine not exceeding €10,000 or to imprisonment for a term not exceeding 2 years, or to both.

56.-(1) where in respect of a competition a person has been found guilty of an offence under *section 55* and was or is a candidate at the competition then-

(a) Where he or she has not been appointed to a position as a result of that competition, he or she shall stand disqualified as a candidate,

(b) Where he or she has been appointed to a position as a result of that competition, he or she shall forfeit that appointment.

(2) Notification of forfeiture under *subsection (1)(b)* shall be given in writing to the person concerned by the office holder concerned.

(3) Nothing in this section shall be read as restricting the imposition of any appropriate sanction including, as a consequence of the application of the procedures referred to in *section 13(1)(g)*, disqualification or forfeiture.

I have read, understood and accept the Obligations' of Candidates in respect of Recruitment and Selection Procedures as outlined above.

Signed _____

Print Name _____

Date _____