



Oifig an Choimisiúin um Cheapacháin Seirbhíse Poiblí  
Office of the Commission for Public Service Appointments

## Application Form for a Recruitment Licence

Under Section 44 of the Public Service  
Management (Recruitment and  
Appointments) Act 2004

## 1. Applicant details

Name of Public Body

Title of Office Holder

*(An office holder is a person listed under section 44 of the Public Service Management (Recruitment and Appointments) Act, 2004, who can apply for and hold a recruitment licence. Any application granted will be to the Office holder in that capacity, not to an individual within the organisation.)*

Name of contact person

Contact details

Please explain why your organisation has decided to make this application?

What type of licence are you applying for?

General

Specialist

*A public body can apply for either a general licence or a specific licence.*

*A general licence allows you to make appointments to all positions within the organisation.*

*A specific licence allows you to make appointments to specified positions only, for a particular purpose, where these circumstances have been outlined in advance.*

As the national recruiter, the Public Appointments Service is mandated under section 34(1) of the Public Service Management Act 2004 to carry out recruitment for the Civil and Public Service in Ireland. Please provide more information on the reasons why your organisation wishes to carry out recruitment outside this process?

## 2. Your organisation

Is your organisation within the remit of the Public Service Management (Recruitment and Appointments) Act, 2004?

Yes

No

*i.e is your organisation included in the Public Service Managements Act?*

What is your organisation's enabling legislation? Does this legislation permit you to conduct external recruitment?

Does your parent Department (if applicable) support your application for a recruitment licence? If yes, please provide details:

Please provide an overview of the size of your organisation

*This should include information on how many staff are employed and the structure of the organisation.*

**What is your organisation's primary function?**

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### 3. Expertise

Under section 43(2)b of the Public Service Management Act (PSMA)2004 the Commission for Public Service Appointments (CPSA) must be satisfied that

*“the applicant can and will observe the appropriate standards and code of practice.”*

In assessing a recruitment licence applicant’s ability to conduct recruitment in line with the requirements of the PSMA 2004, CPSA is guided by the extent to which an organisation can display their capability to adhere to our [Code of Practice](#) and our six core principles in recruitment:

- ❖ Probity
- ❖ Merit
- ❖ Best practice
- ❖ Consistency
- ❖ Transparency
- ❖ Appointments promoting equality, diversity and inclusion

The questions below provide an opportunity for you to illustrate your resource and knowledge abilities for meeting these standards

What are the skill levels and qualifications of the staff that will be involved in recruitment and selection?

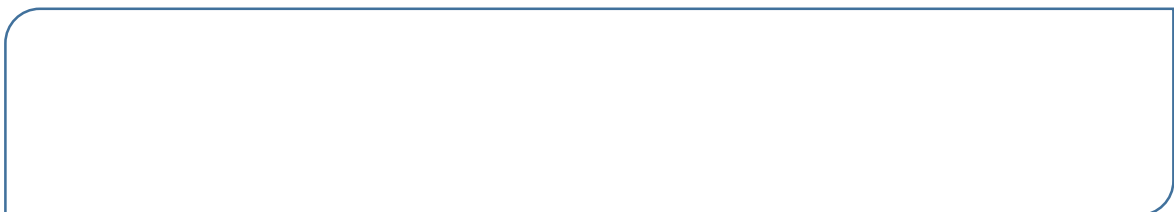


*This should include a description of:*

- *The number and level of staff involved and their roles*
- *Their experience and knowledge of recruitment/selection*
- *Any relevant skills and/or qualifications they may have*

Please outline the experience your organisation has in conducting the following and also give details on the most recent competition where the process was used (if applicable):

- ❖ **Shortlisting:** does your organisation currently use shortlisting as part of their selection process? If yes, please give details as to the process and the qualifications of those who carry it out



- ❖ **Interviews**- are interviews a regular part of your existing selection processes? Please outline any interview methods used in competitions run by your organisation. This

- ❖ **Psychometric tests**- does your organisation use any of the following selection methods - ability tests, personality assessments, interest inventory?

- ❖ **Work sample tests**- do you use situational judgement scenarios/ case studies/e-tray exercises, or group exercises?


- ❖ **Pre-recorded video interviews**- have you used pre-recorded video interviews in your selection campaigns?



- ❖ **Assessments Centres** - has your organisation used centres for big volume competitions?



- ❖ **Clearance** – do you have a functional clearance process which is fully capable of checking all eligibility criteria before any potential job offer? (Nb: in addition to reference checks, this includes Garda checks, any relevant security or vetting checks, qualification checks, non-Irish qualification equivalence checks, etc)



- ❖ How do you ensure **compliance with legislation** in recruitment, particularly with regard to the Disability Act, GDPR and FOI?



## 4. Recruitment and selection

What type of appointments will be made under any licence that may be granted?

How many appointments will be made annually?


- 0-25
- 25-100
- 100+

What are the recruitment and selection processes that will be followed? (Please include all relevant documentation as appendices if too large)

*This should include information on the processes that will be in place at each stage of the selection process i.e.*

- *Marketing/advertising*
- *Selection tests*
- *Screening*
- *Shortlisting*
- *Interviewing*
- *Panelling*

Do you anticipate conducting large volume competitions? If yes, please give further details



## 5. Compliance

Can you confirm that the organisation will act in compliance with the Codes of Practice?

- Yes
- No

Please provide details of how this will be achieved

*This should include an overview of the actions the organisation will take to ensure full compliance with the Code of Practice at each stage of the selection process. It should also provide details of the organisation's:*

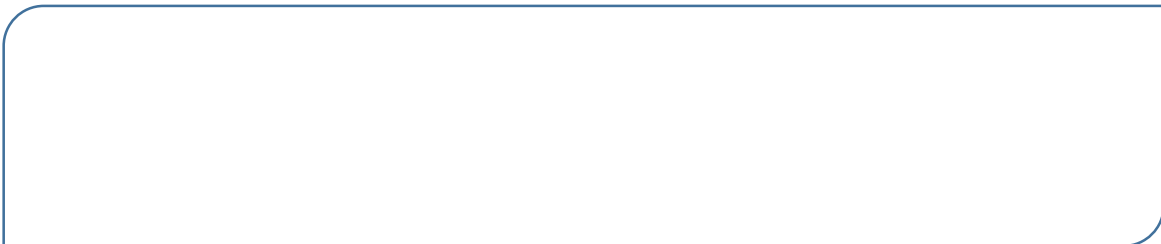
- Knowledge/experience of the Code of Practice*
- Examples of current compliance with the Code in recruitment*

Please provide details of what training has been undertaken (or is planned) for staff on compliance with the Code of Practice

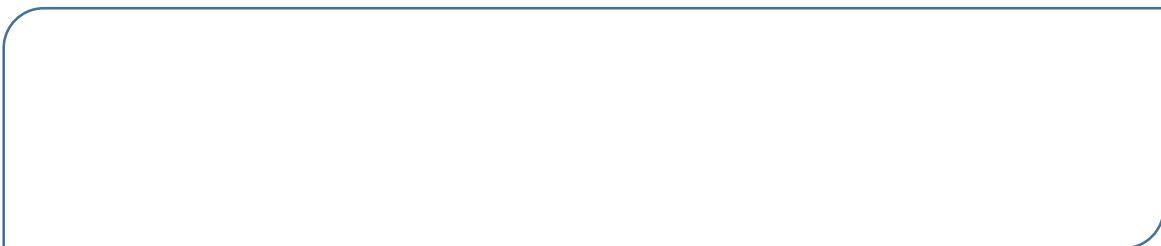
Please provide details of your internal complaints/review process for selection campaigns?



Is this process outlined in job advertisements and/or candidate booklets?  
Please provide a sample.



Please outline the details of staff that carry out your formal internal reviews



This should include their grades, relationships to recruitment and any training they receive.

How is the Commission for Public Service Appointments signposted within your complaints process?

## 6. External Assistance

Do you intend on using the support of an approved recruitment agency?

- Yes
- No

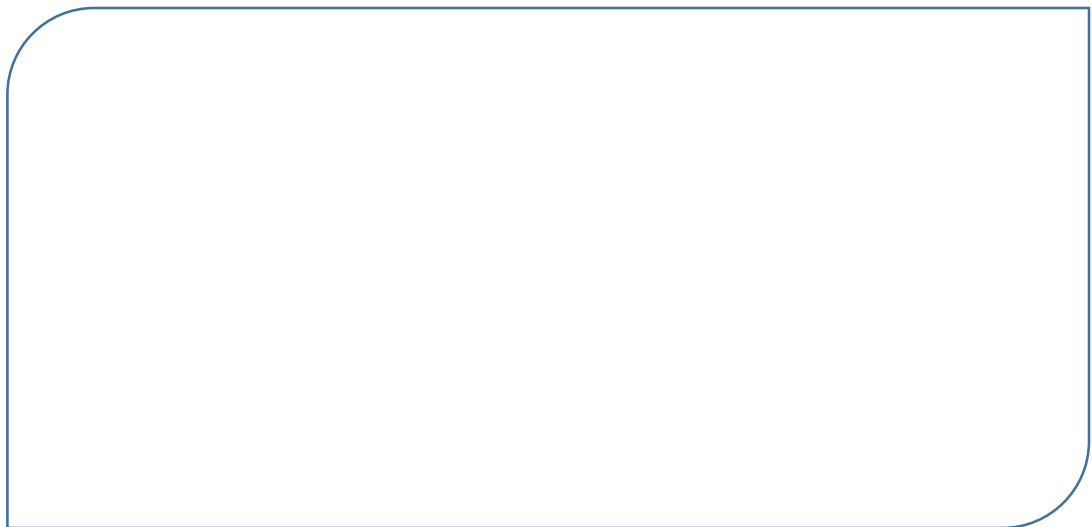
If yes, please outline the functions that you will outsource to this agency

[Please note that the ultimate responsibility for the competition is with the Licence Holder in these relationships](#)

## 7. Experience

Please provide details of two internal competitions which have been run recently by your organisation. The details should include

- Title of Competition and year it was conducted
- An outline of the planning stages of the competition
- The staff or units involved and their qualifications
- The number of applications received
- The stages of the competition
- Any audits, quality assurance or clearance checks conducted
- Training received by staff involved in the selection process
- Signposting of the internal complaints process and CPSA review option
- Any post selection reviews on campaign performance conducted



## 8. Declaration

The Public Service Management Act 2004 places an onus the Commission for Public Service Appointments to ensure ongoing best practice in public service recruitment. In doing this we will require applicants to agree and comply with the following:

- I. I hereby declare that the above information is true and I undertake to comply with any terms and conditions that may be attached to the granting of a recruitment licence and the standards set out in the Code of Practice.
  
- II. I agree to comply and cooperate with any audit/examination of recruitment under this licence by the Commission
  
- III. I understand that I am subject to regular reviews of recruitment under any licence granted by the Commission
  
- IV. I agree to provide a timely response to annual requests for recruitment statistics and workforce planning details to the Commission as required under the Public Service Management Act 2004

Signature of Office Holder: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach any supporting documentation in relation to the matter.**