



Application Information

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s).

The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates.

Communications

Applications will be acknowledged by email. Applications must be submitted by the closing date and time specified on-line. All closing times stated are Greenwich Mean Time (GMT). **Late applications will not be accepted.** If you do not receive confirmation of receipt within 2 hours of submitting your application online, please contact hr@tcd.ie immediately and prior to the closing date/time.

All communication with applicants will be by email.

By submitting your application electronically, you are declaring that the information you are supplying is factually correct.

Trinity College Dublin reserves the right to withdraw any offer of employment or if you have commenced employment, to terminate your employment should any of the information provided in the application be found to be false or misleading.

Eligibility

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Business, Enterprise and Innovation and further information on the Highly Skilled Eligible Occupations List and the Ineligible Categories of Employment are set out in the Regulations. <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/>.

Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Qualifications and Brexit

Applicants should note that for qualifications acquired in the UK from 1st January 2021, mutual recognition of professional qualifications (MRPQ) between the EU and the UK no longer applies.

Full list of the regulated professions and competent authorities can be accessed here <https://www.education.ie/en/The-Education-System/Qualifications-Recognition/Contact-List-Mutual-Recognition-of-Professions.pdf>

More information is available on the Irish Government website gov.ie - [Further and Higher Education and Brexit \(www.gov.ie\)](http://gov.ie)

UK nationals, irrespective of where they acquired their qualifications, and EU citizens with qualifications acquired in the United Kingdom will need to have their qualifications recognised in the relevant Member State on the basis of each country's existing individual rules applicable to the qualifications of third-country nationals as of the end of the transition period.



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Pre-Employment Medical

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual

orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement> .

Pension Entitlements

This is a pensionable position and details of the relevant Pension Scheme will be provided to the successful applicant

on receipt of the completed Pre-Employment Declaration form. Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.