eRecruitment System - Terms and Conditions

1. By submitting your application electronically, you are declaring that the information you are furnishing is factually correct. Should any of the information provided in the application be found to be false or inaccurate in any material manner, DkIT reserves the right to withdraw any offer of employment or if you have commenced employment, to terminate your employment.

2. By submitting your application electronically, you are granting DkIT permission to request (in order to verify authenticity), original and copies of your academic transcripts and certificates of any other qualifications listed on your application, proof of identity and any other documentation as required in the job description of the competition(s) you are applying for.

3. All sections of the online application must be completed and submitted. Incomplete applications will not be processed. If you do not adhere to the terms of applications and submit all of the stated documentation with your application DkIT will not process your application.

4. Applications must be submitted by the closing date and time specified on the list of vacancies. Note the closing date(s) and time(s) for the submission(s) of online applications for the vacancies are specified in the list of vacancies. Therefore, **DkIT HR Recruitment will not accept late applications.**

5. It is the responsibility of applicants to ensure that they apply well in advance of closing date and time. We advise all applicants to allow sufficient time to make their online submission in advance of closing date and time. Any applications which are still in progress at the closing time on the specific closing date will be cancelled automatically by DkIT eRecruitment System.

6. All applications will be acknowledged by an automatic systems email to the email address used when creating the account. It you do not have confirmation of receipt within 24 hours of submitting your online application, please contact our DkIT HR Recruitment Team, immediately and prior to the closing date/ time of submission. Please state the competition/ vacancy ref number and title of the post on your email to us: to HR@DkIT.ie. (Note in some instances the email of acknowledgement may be routed to your spam/junk mail folder).

7. **Communication in relation to the position which you have applied for including the progress of your application, invitation to interview and competition results will be sent either to the email address supplied at registration or the postal address supplied**. It is your responsibility to use your own e-mail account and to ensure that this email account is checked on a regular basis for updates in relation to the progress of your application.

8. DkIT is committed to employment policies, procedures and practices that do not discriminate on gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

9. All personal data entered onto the e-Recruitment system will be treated in confidence and in accordance with the provisions of the Data Protection Acts 1998 and 2003. The information provided on the application form is required for the purpose of processing your application for employment. This information will only be disclosed to those involved in the recruitment process. If your application is successful *and* you accept a position in DkIT your application form will be held on your personnel file. All e-Recruitment applicant account information is retained for the purposes of facilitating future employment applications through the e-recruitment system.

10. The admission of a person to a competition or invitation to attend interview is not to be taken as implying that the Institute is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

11. Prior to recommending any candidate for appointment, the Institute will make all such enquiries that are deemed necessary to validate the appointment, including reference checks, Garda vetting and employment medical. Until all stages of the recruitment process have been fully completed an appointment cannot be made nor can it be deemed or inferred that such an appointment has been made.

12. DkIT reserves the right to change these terms and conditions. The applicant is responsible for regularly reviewing these terms and conditions. Your continued use of the e-Recruitment system constitutes your agreement to these terms and conditions.