

Check List for Recruiting Parish Personnel

Stage 1: Advertise position.

Stage 2: Applicant is given- application form,
declaration form,
list of suitable IDs,
parish policy statement,
parish procedures,
parish code of behaviour.

Stage 3: Applicant returns - application form (including names of two referees)
declaration form,
and supplies ID.

Stage 4: Recruitment committee checks - application form,
declaration form,
ID.
and records this on the application verification form.

Stage 5: Recruitment committee sends the two named referees a confidential reference form each and checks them when they are returned.

Stage 6: Recruitment committee holds an interview / informal conversation with the applicant.

Stage 7: Recruitment committee sends the successful applicant a letter of appointment.

Stage 8: Successful applicant returns a letter of agreement to the recruitment committee, subject to vetting verification.

Stage 9: Successful applicant completes Garda /Access NI vetting.
This is recorded on the vetting verification form.

Stage 10: Store - application form,
declaration form,
references,
application verification form,
vetting verification form,
letter of agreement
in a safe, secure place in the parish office.