

INSTITUTE OF TECHNOLOGY, TRALEE

ONLINE RECRUITMENT TERMS AND CONDITIONS

1. The Institute of Technology Tralee (ITT) reserves the right to change these terms and conditions. You should review these terms and conditions each time you apply for a post with ITT. By using ITT's online recruitment facility you agree to the terms and conditions outlined in this document.
2. ITT reserves the right to reject any applications that contain language or material that ITT considers offensive, discriminatory or otherwise inappropriate.
3. By submitting your application you are declaring that the information you have provided is factually accurate and correct. Should any information provided in the application be found to be false and/or misleading ITT reserves the right to withdraw any offer of employment made or, if you have commenced employment to terminate your employment.
4. In addition to the minimum qualifications it may be necessary to introduce further short listing criteria for a competition. Should this be required applicants will be shortlisted on the basis of qualifications and/or relevant experience based on the details given in the application form.
5. Applicants called for interview do so at their own expense. Applicants may be called for more than one interview.
6. ITT will not accept late and/or incomplete applications.
7. Unless specifically stated otherwise in the advertisement for the position ITT will not accept applications submitted using any means other than the online recruitment facility.
8. ITT is an equal opportunities employer.
9. Any applicant who canvasses or seeks to canvass (by himself / herself or through a third party) any member of the Selection Board in support of his/her candidature shall be disqualified.
10. The recruitment, selection and appointment of a successful candidate are matters for ITT which will act in accordance with any relevant procedures in place at the time.
11. Candidates whose employment with the Institute will bring them into contact with children or vulnerable adults will be required to undergo Garda Vetting. ITT reserves the right to withdraw any offer of employment made or if employment has already commenced to terminate the employment based on the results of the Garda Vetting Process.

12. The Information provided by you will be processed in accordance with the Data Protection legislation.
13. Persons appointed to a post in ITT shall be required to satisfy the Institute's medical requirements and in doing so will be required to undergo, at the Institute's expense, a medical assessment, with a Medical Practitioner nominated by the Institute.
14. Applicants must declare if they have a criminal record/convictions or any criminal proceedings pending. Failure to declare any such convictions or criminal proceedings pending will result in your application being declined and not considered any further in the application process or if disclosed after appointment the appointment will be immediately terminated.
15. ITT is an equal opportunities employer and does not discriminate against individuals on the basis of gender, age, race, religion, marital status, family status, sexual orientation, disability or membership of the traveller community. ITT invites applications from all those who believe that they fulfil the requirements for the jobs advertised.