

**St. HILDA'S SERVICES**  
Providing services and supports for people  
with an Intellectual Disability



**RULES OF COMPETITION 2011 / 2012**

1. Applications must be made on the official Application Form. Completed Application Form and completed Garda Clearance Form must be returned to Central Administration, St. Hilda's Services, Grace Park Road, Athlone, Co. Westmeath, not later than 5pm on Friday, 26<sup>th</sup> October 2012. Applicants who do not complete the "Enquiry Form" as part of their application will automatically be disqualified from the competition.
2. Any change in the applicant's address should be notified immediately in writing to Central Administration.
3. Canvassing : Any attempt by a candidate or by any person acting on behalf of a candidate, directly or indirectly, by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour, any member of the staff of St. Hilda's Services or persons nominated by St. Hilda's Services to interview applicants will automatically disqualify the candidate for the position being sought.
4. Selection Procedure : All applicants received will be considered by a Board set up for this purpose. However, this Board may, at their discretion, decide that only a certain number of applicants shall be invited to attend the Board for interview. All applicants will be informed of the outcome of their candidature when the initial selection process has been completed, approximately four weeks after the closing date for receipt of application forms.
5. Candidates will be given the longest possible notice of the date of interview. Candidates who do not attend for interview when and where required will have no claim to further consideration.  
While every effort will be made to interview candidates at the time specified, it may not be possible to keep to the timetable. The organisation will not be held responsible for any inconvenience caused by the postponement of the time of interview.
6. Candidates attending for interview will be notified of the results at the earliest possible date.
7. St. Hilda's Services will not be responsible for expenses, including travelling expenses, candidates incur in connection with their candidature.
8. Candidates must produce satisfactory documentary evidence of all professional qualifications, training and experience claimed by them. Any credit given to a candidate at interview in respect of claims to qualifications, training and experience is provisional and liable to revision if the necessary supporting documents are not furnished on request.