MTU
Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

MTU Online Recruitment Terms & Conditions

1. Munster Technological University (MTU) reserve the right to change these terms and conditions. You should review these terms and conditions on a regular basis to keep abreast of any such changes. By using MTU's online recruitment facility, you agree to these terms and conditions.

2. MTU reserve the right to reject any applications which contain language or material MTU consider offensive, discriminatory, or otherwise inappropriate.

3. By submitting your application, you are declaring 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, MTU reserve the right to withdraw any offer of employment made or, if you have commenced employment, to terminate your employment.

4. By submitting your application electronically, you are granting the university 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.

5. In addition to the minimum qualifications, it may be necessary to introduce further shortlisting criteria for a competition. Therefore, applicants may be shortlisted based on qualifications and suitable experience given in the application form.

6. Applicants should note they may be called for more than one interview.

7. Applicants should note they attend interviews at their own expense.

8. MTU reserve the right not to accept late and/or incomplete applications.

9. Applications must be submitted by the specified time on the advertised closing date. All closing times stated are Greenwich Mean Time (GMT). It is the responsibility of applicants to ensure they apply well in advance of the closing time and date. We advise all applicants to allow sufficient time to make their online submission. **Any applications which are still in progress at the closing time, will be cancelled automatically by the E-Recruitment System and you will not be able to complete or submit your application.**

10. Unless specifically stated in the advertisement, MTU will not accept applications submitted using any means other than the online recruitment facility.

11. The information you provide using this online recruitment facility is required by MTU for the purpose of processing your application for employment. Your personal data will be processed in accordance with the General Data Protection Regulations (GDPR). **Applications for all candidates apart from those who are successful at competition, are deleted 18 months after the competition has closed.**

12. All applications will be automatically acknowledged 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 the HR Department.

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Please state the competition/ vacancy reference number and title of the post in your email.

(Note: In some instances, the acknowledgment email may be in your spam/junk email folder).

13. All 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 to the email address provided.

It is your responsibility to use your own e-mail account and to ensure your email account is checked on a regular basis for updates in relation to the progress of your application.

14. Where academic achievements and/or specific work experience are required for a post, they must be achieved by the competition closing date. Degrees or other higher education qualifications are allowable only from the date of formal notification of final results.

15. Upon acceptance of a job offer, the university will make all enquiries it needs to validate the appointment of all successful candidates, including reference checks, garda vetting and an employment medical (where it is deemed necessary). MTU reserve the right to withdraw any offer of employment made or, if you have commenced employment, to terminate your employment should any of these stages not be completed satisfactorily.

16. The recruitment, selection and appointment of a successful candidate are matters for the MTU which will act in accordance with any relevant procedures in place at the time.

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

18. Any canvassing for an advertised post by, or on behalf of, candidates shall result in disqualification and exclusion from the recruitment process.

19. MTU is an equal opportunities employer and does not discriminate against individuals based on gender, age, race, religion, civil status, family status, sexual orientation, disability, or membership of the traveller community. MTU invite applications from all those who believe they fulfil the requirements for the job(s) advertised.

20. If a candidate wishes to appeal either a shortlisting decision or a Selection Board decision, they must indicate their intention to do so by submitting an email to the HR Manager (referred to as HR Manager throughout this appeals process) within 2 working days of the date upon which written notification to the unsuccessful candidate is issued. The email notice of intent must be followed by the submission of the Appeal to HR Manager. The complete Appeal must be submitted no later than 5 working days of the date upon which written notification to the unsuccessful candidate is issued or up to 3 working days after the submission of the email notice of intent.