

2021 Dental Recruitment Applicant Declaration

All candidates are required to read in full and confirm their acceptance of the applicant declaration as part of their application. By declaring your acceptance, you are confirming that you have understood and agree to adhere to the contents of this declaration.

Application and Evidence

I confirm that I have completed this application by myself, fairly and honestly, without significant help or input from other sources. I understand that my application form, supporting documents and any evidence submitted for verification will be checked in accordance with the Standards for the Dental Team. If it is subsequently discovered that any statement is false, misleading or copied from another source, or that I have withheld relevant information, my application may be disqualified and/or my employment terminated. This may result in a referral to the General Dental Council, General Medical Council or other relevant professional body.

Online Interview

I understand that by participating in an online interview, that there are certain requirements that I commit to undertake fully:

- I will download the Microsoft Teams¹ app or access appropriate system and confirm my connectivity before the interview date
- When trialling my connectivity, if I experience any issues, I will contact the recruitment team immediately
- I will ensure that the microphone and camera are working appropriately on the device that I plan to use for the interview in advance of the interview taking place
- I will ensure that I undertake the interview in a room where there will be no interruptions, with adequate lighting to allow the assessor and administrator to see me for the duration of the interview
- I understand that if the interview is interrupted at my end by someone entering the room, the interview will be terminated without the ability to rearrange
- I will ensure that I have appropriate photographic identification to hand to show at the beginning of the interview
- I will show the entire room on camera at the start of the interview to confirm that I am alone, with no other personal electronic devices other than the device I am using, unless otherwise instructed by the recruiter
- I will ensure that my microphone and camera are turned on for the duration of the interview and that my head and shoulders are visible
- I understand that there will be no opportunity for a break once the interview has commenced
- **I understand that it is my responsibility to ensure that I have a stable internet connection and that the recruitment team takes no responsibility for my connectivity and will be unable to assist me if I experience difficulties with either my connection or device I am using during the interview**

¹ Please note that interviews run by Northern Ireland Medical and Dental Training Agency will be hosted on Zoom rather than Microsoft Teams. Some interviews will be conducted on Qpercom.

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- I confirm that I will not use any other programmes on my device or any other computers/devices in the room other than Microsoft Teams¹ or other designated system which is used for the purpose of the interview
- I confirm that I will not record the interview
- I understand that the interview may be recorded by the recruitment team
- If I have any issues with the way that the interview is conducted, I will raise these by email with the recruitment team, on the same day as my interview takes place
- I will not return to the virtual interview room once the interview has concluded

Recruitment Process and Use of Information

Having been allocated to a training opportunity, any subsequent contract of employment will be subject to satisfactory pre-employment checks and subject to the information provided on my application form or any related documents being correct. Pre-employment checks will be carried out to review and confirm the details of my application.

I understand that the information I have provided may be used by recruiting officers in post graduate deaneries/HEE local offices and employing organisations to progress my application for a training opportunity; however key personal information, including monitoring data, will not be made available to shortlisting or interview selection panels. I understand that the data will be recorded and processed on secure information technology systems by authorised recruiting staff in order to process and monitor appointments as well as to produce aggregated recruitment statistics. Postgraduate deaneries/HEE local offices may share information with other deaneries/HEE local offices and other organisations involved in the planning, management and delivery of training. I consent to the recording and processing of personal data in this way in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018.

I can confirm that if my Fitness to Practise status changes between submission of my application and commencement in post or I am involved in any investigations or charges, I agree to inform the relevant recruiting office and/or employer.

I consent to my result for any relevant examinations being shared with HEE local offices/Deaneries upon release and understand that this data will be treated in strict confidence and used only for the purpose of assisting the recruitment process for specialty training.

I consent for the relevant Royal College, where required, to supply HEE local offices/Deaneries with details of my results surrounding my membership exams before the commencement of my start date.

I understand how the offers upgrade system works as described in the Dental Recruitment Applicant Handbook.

Information provided on the Oriel system will be held in confidence and used only in connection with recruitment to the post for which the applicant has applied. Once a decision has been reached about your application, information held about you will not be kept on the recruitment system for any longer than 13 months after the start date of the post to which you have applied.