

Public Appointments Service

Charter on Positive Supports for Candidates with Disabilities

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As a public body established under the Public Service Management (Recruitment and Appointments) Act, 2004, the Public Appointments Service (PAS) is obliged, under section 34(1)(b) of that Act, to ensure that “standards of probity, merit, equity and fairness” apply to all of its recruitment and selection work. These standards are set out in statutory *Codes of Practice*¹ published by the Commission for Public Service Appointments. These Codes define the standards that PAS must follow in its recruitment and selection work.

The Codes have specific requirements as regards the key principles of merit and fairness. The Codes state that:

Merit: *Throughout any merit-based process, it is essential to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates. The selection process should embrace genuine equality of opportunity, and this should be integral to the processes by which appointments are made.*

Fairness: *The Commission wholly opposes any form of unacceptable or unlawful direct or indirect discrimination, whether active or passive. The selection process adopted and the manner in which it is applied must be undertaken with real commitment to equality of opportunity. Office holders have an obligation to treat candidates fairly, to a consistent standard and in a consistent manner.*

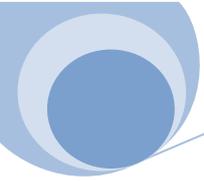
As part of its commitment to achieving these standards and to positively supporting candidates with disabilities, PAS has developed a set of principles which underpin how we engage with candidates with disabilities. These principles are set out below.

Our 10 Charter Principles

1. PAS will promote and respect equally the principles of merit and fairness as set out in the Codes of Practice published by the CPSA.
2. PAS will have policies and practices in place which ensure that candidates with disabilities are treated fairly, that they have the best opportunity to perform to their optimum and that all recruitment processes are run in accordance with the merit principle.
3. PAS will positively support candidates with disabilities in requesting reasonable accommodations and will assess all such requests through a transparent, good-practice process which is consistently applied.

¹The codes of Practice are available at <http://www.cpsa.ie/en/Codes-of-Practice/>





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4. PAS will ensure that all buildings and other facilities used for recruitment purposes are accessible and suitable for use by candidates with disabilities.
5. PAS will respect the confidentiality of personal information regarding disability and will only disclose this to other parties with the consent of the candidate..
6. PAS will consider the needs of those candidates with disabilities who face particular challenges accessing the labour market, including persons with intellectual and psychosocial disabilities.
7. PAS will engage positively with organisations which promote the full inclusion of people with disabilities in society, particularly as regards access to employment in the civil and public service.
8. PAS will review regularly its disability inclusion policies and practices for their effectiveness.
9. PAS will report on its performance in supporting candidates with disabilities in its Annual Report.
10. PAS will ensure that appropriate disability awareness training is delivered to staff and to members of interview boards and is updated and refreshed as necessary.

