



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Trinity College Dublin e-Recruitment Terms & Conditions

By submitting your application electronically, you are declaring that the information you are supplying is factually correct. Trinity College Dublin, the University of Dublin, reserves the right to withdraw any offer of employment or if you have commenced employment, to terminate your employment should any of the information provided in the application be found to be false or misleading.

Applications must be submitted by the closing time for applications which is **12 noon** on the closing date for applications. **Late applications will not be accepted.** Confirmation of receipt of your application will be sent to the e-mail address you entered when registering. Please contact Human Resources by email hr@tcd.ie or telephone 00 353 1 896 3333, if you do not receive acknowledgement within 2 hours of submitting your application and **prior to the closing date/time of submission.** (Please check the junk/spam folder in your email prior to contacting the Human Resources).

All sections of the online application, in addition to the documentation required, must be completed and submitted. **Incomplete applications will NOT be processed** save for exceptional circumstances as determined by the University.

Trinity is an equal opportunities employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the traveller community.

All personal data entered onto the Trinity e-Recruitment system will be treated in strict confidence and processed only in conformity with the [University Privacy Statement](#) and [Data Protection policy and procedures](#). The information provided on the application form is required for the purpose of processing your application for employment. If your application is successful and you accept a position in Trinity, your application form will be held on your personnel file. All Trinity e-Recruitment applicant account information is retained for the purposes of facilitating future employment applications.

Trinity reserves the right to amend these terms and conditions. It is your responsibility to regularly review them. Your continued use of the e-Recruitment system signifies your agreement to the terms and conditions as outlined above.