**Request for access to**

**RQSA Recruitment Network MS Teams**

**Private Channels**

|  |  |
| --- | --- |
| **User Details** | |
| **First Name:** | **Surname:** |
| **Job Title:** | **Grade:** |
| **Email Address:** | **Phone/ Mobile Number:** |
| **HSE Region/ Area:** | **Service / Department:** |

|  |  |
| --- | --- |
| **Access Required** | |
| Please select the RQSA Recruitment Network MS Team Channel/s you require access to from the list below. These channels are deemed “private” due to hosting confidential recruitment material. An access request form is not required for “standard” channels e.g. Webinars. | |
| **Interview Content Documents** | **Contracts of Employment** |

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| --- | --- |
| **To be completed by Head of HR, Corporate HR Lead &/or delegate (Grade VIII or above)** | |
| I confirm that the above named employee requires access to RQSA Recruitment Network MS Teams private channel/s in line with their current role. I understand I must notify [QSA.Recruitment@hse.ie](mailto:QSA.Recruitment@hse.ie) should the employee no longer require access.  I understand that RQSA Recruitment Network MS Teams private channel/s contain confidential recruitment documentation. The recruiter/ user will maintain the confidentiality of these documents to the best of my knowledge. | |
| **First Name:** | **Surname:** |
| **Job Title:** | **Grade:** |
| **Email Address:** | **Phone/ Mobile Number:** |
| **HSE Region/ Area:** | **Service / Department:** |
| **Signature:** | **Date:** |

\*\* Completed forms should be emailed to the Recruitment Quality, Standard and Advisory unit @ [QSA.Recruitment@hse.ie](mailto:QSA.Recruitment@hse.ie) \*\*

**Incomplete forms will be returned to sender**