

Interview Leave Application Form – HR108(s)

This form is to be used by employees to apply for Interview Leave to enable him/her to appear before selection boards for posts advertised by Public Appointments Service, a government department, the Health Service Executive, or a local authority. Please complete in Block Capital/Tick appropriate boxes.

To be completed by Employee

Surname:	First Name:										
Grade:	Personnel No:										
Location:	PPS. No.										

I hereby notify my employer that I intend to take Interview Leave in accordance with the provisions of the Department of Health & Children Circular No. 10/71

Number of days leave applied for:
(As per Department of Health & Children Circular No. 10/71 a maximum of 6 days per year is allowed)

From Date												To Date										
Signature											Date											

To be completed by the Line Manager

I have checked the relevant supporting documentation required for the leave requested and confirm that the leave required complies with the terms outlined in this documentation.

Application Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, give reason																			
Signature:											Date										
Name (Capitals)											Grade										
Contact Phone No:											Mobile No:										