**Earcaíocht SGS**

**Seirbhísí Gnó Sláinte**

**Aras Sláinte Chluainin**

**Cluainín Ui Ruairc**

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**HBS Recruit**

**Health Business Services**

**HR, HSE**

**Aras Sláinte Chluainin**

**Manorhamilton**

**Co.Leitrim**

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**Additional Campaign Information**

**NRS05336 Assistant Staff Officer, Grade IV**

**National Internal Recruitment Campaign**

**Workplace Relations Commission Agreement C-161867**

Dear Candidate,

Thank you for your interest in Assistant Staff Officer, Grade IV roles in the HSE. This document outlines how the recruitment process will be run and the important dates linked to the recruitment campaign. We highly recommend that you download, save and read this document before applying for this recruitment campaign.

This recruitment campaign is being run to ensure current and anticipated permanent and specified purpose vacancies for Assistant Staff Officer, Grade IV nationwide in the HSE, can be filled. The panel will be formed based on geographic need and will fill vacancies at this grade throughout the HSE during the lifetime of the panel.

1. **Who should apply?**

In line with the Workplace Relations Commission (WRC) agreement C-161867 of 28 April 2017 this recruitment campaign is restricted to applications from existing HSE employees who are in receipt of a specified purpose contract / fixed term contract temporarily at Grade IV level i.e. are paid at the Department of Health consolidated salary scales Grade IV payscale.

If you are a HSE employee, in receipt of a specified purpose contract / fixed term contract (temporary) at Grade IV level, your application is welcome.

The job specification attached to this recruitment campaign gives full information about the duties of the role etc.

More information on the eligibility criteria for this recruitment campaign is available on the appendices detailed below:

* For more details on the qualifications and eligibility criteria, please see “Appendix 1”.
* For information on “Non-European Economic Area Applicants” please see “Appendix 3”.

1. **Who should not apply?**

Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes. Being in receipt of a pension means that you are retired.

Applications received from candidates who fall under the categories listed in “Appendix 5” will not be processed further in the selection process; this means that you will not be invited to interview.

If you are retired but would like more information or information on superannuation schemes please see “Appendix 5”.

1. **How do I apply?**

In order to apply you will need to submit the following documentation by the closing date and time:

1. A completed Application Form, you must use the Application Form particular to this post: Please download it as a word document from <http://www.hse.ie/eng/staff/Jobs/Job_Search/internaljobs/> and type in your details.
2. A copy of your payslip dated no earlier than 01 May 2017, which should be scanned and returned with your application. Please note you are welcome to redact/remove/blank out any irrelevant information on the copy of the payslip which you provide e.g. PPSN, voluntary/statutory deductions etc. Please do not remove/blank out the following information from the copy payslip as it is required in order to process your application: (i) Name, (ii) Position/Grade, (iii) Personnel Number.
3. A completed and signed letter from your line manager, a copy of the required letter is included in this document and again in the application form. The letter must be completed and signed, scanned and returned with your application. This letter is available in blank form for you to print on Page 9 (Appendix 2) of this document or in the Application Form (Appendix 2).

Completed applications (Application Form, Payslip, Line Manager Letter) should be emailed to [*applyadmin@hse.ie*](mailto:applyadmin@hse.ie) or posted to Yvonne O’Rourke, HBS Recruit, Health Business Services, Aras Slainte Chluainin, Manorhamilton, Co. Leitrim for receipt by the closing time and date that is 12 noon on Thursday 6 July 2017.

* Please read the job specification for Assistant Staff Officer, Grade IV specific for this recruitment campaign. We recommend that you read it a number of times before beginning your application.
* When completing the Application Form particular to this campaign, please consider at all times your qualifications, experience and supplementary question answers in light of the job specification and requirements of the role.
* HBS Recruit can only accept completed application forms, payslips and manager letters received by the closing time of 12 noon on the closing date of Thursday 6 July 2017.
* It is best to download the Job Specification and Additional Campaign Information for this recruitment campaign now for future reference as after the closing date and time, these documents will no longer be available on the Job Search/Internal Jobs section of the HSE website.
* As we require the same information from all candidates in order to make fair decisions on their applications, we will not be able to process applications by CV or any other method.
* You must choose a single geographic area when you are applying. For a list of the geographic areas choices available under this recruitment campaign, please see Appendix 9. You cannot make changes to your geographic area choice on your submitted Application Form after the closing date and time specified for this recruitment campaign i.e. Thursday 6 July 2017 at 12 noon.
* In order for us to process applications to the next stage (interview), the following documentation must be submitted with completed application forms:
  + - A scanned copy of the completed and signed Line Manager Letter of Confirmation. This letter is available for print, completion and signature as the last page of the application form and also as Appendix 2, page 9 in this document.
    - A scanned copy of your payslip dated no earlier than 01 May 2017. Please note you are welcome to redact/remove/blank out any irrelevant information on the copy of the payslip which you provide e.g. PPSN, voluntary/statutory deductions etc. Please do not remove/blank out the following information from the copy payslip as it is required in order to process your application: (i) Name, (ii) Position/Grade, (iii) Personnel Number.
* Please note: It is important that the name of the person applying i.e. the applicant, matches the name provided in the supporting documentation (i.e. payslip and Line Manager confirmation letter).
* Candidates please note HBS Recruit check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. HBS Recruit can only accept complete applications received in line with instructions by the closing date and time i.e. Thursday 6 July 2017 at 12 noon. No applications received after this time & date will be accepted. This means that if your application is blank, you have sent the wrong version of your application form, you do not clearly demonstrate how you meet the eligibility criteria, are missing competency questions, you have not attached the requested supporting documentation or have no internet access etc., you will not be processed further.
* Applications must be submitted as a Microsoft Word or PDF document format only. Applications and supporting documentation stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application.
* We would like to highlight that you cannot amend your application form once the closing date and time is past, therefore it is vitally important you demonstrate your eligibility for the campaign in your application form and have provided the required supporting documentation with your application form sent by the closing date and time.
* There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
* If you submit more than one application, the one we will accept is the last one received prior to the closing date and time.
* E-mail applications will receive an automated response within 24 hours to let you know that we have received your e-mail.

**Important Note:**

Please ensure that you fully and clearly complete the eligibility criteria and competency section of the Application Form in line with the instructions. Please note that if you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview. (Full details of the eligibility criteria are contained in “Appendix 1” of this document).

**Important Note:**

This is a competency based application form. In order to consider your application, this section of the form must be fully completed. If you do not complete all questions, we will be unable to process your application. This means if you do not answer all of your competency questions in full, your application will not be submitted for the eligibility sift and subsequent invitation to interview.

HBS Recruit will mainly contact you by mobile phone and email. Some communications are sent by post (e.g. invitations to interview, selection process results), therefore it is most important that both your mobile phone telephone number and email address are included on your application form as well as your postal address. It is your responsibility to ensure you have access to your mobile voice mails, test messages and emails. If you choose to use your work mobile and work email addresses you may receive communications that have a full time deadline requirement while working away or on leave. We recommend you use your personal email and mobile number that you have regular access to. We will text you every time we send you an e-mail or a letter to alert you to the communication.

1. **I am on a panel already, should I apply?**

Existing local panels will take precedence until a new panel is formed for a particular geographic area. The existing local panel(s) will expire on the date the new national panel is live or on the natural expiration date of the existing local panel(s) (if less than 12 months old).

* As this new panel will be formed based on geographic need (live vacancies) there is no set overall “go live” date for offering jobs to the new panel. Panels will gradually be formed for geographic areas based on the prioritized need.
* This means if you are on an existing local panel (either temporary or permanent) and you want to continue to have an opportunity to get a job in the next year(s) you should apply for this campaign.

Recruitment panels formed from this campaign will be used to fill vacancies for Assistant Staff Officer, Grade IV, throughout the HSE.

1. **What do I need to consider at application stage? – Geographic Areas**

You must choose a single geographic area from the geographical areas listed (see Appendix 9), when applying. Please ensure you take time to consider which geographical area you should choose before submitting your Application Form. We cannot predict if, when or where jobs will occur. Therefore you should make your geographic area choice based on where you would most like to work rather than trying to guess where opportunities will occur. The HSE website [www.hse.ie](http://www.hse.ie) provides information on services provided.

We have provided an illustration of typical service types in the geographical areas in Appendix 9. This is not a finite list of the services / service providers, but rather gives you an idea of the types of services typically located in the geographic areas.

As you are aware this recruitment campaign NRS05336 is restricted to existing HSE employees currently appointed temporarily to a Grade IV level. There is a separate externally advertised recruitment campaign for Assistant Staff Officer, Grade IV, reference NRS05303.

Applicants for NRS05336 (this recruitment campaign) are welcome to also apply separately for NRS05303 Assistant Staff Officer, Grade IV i.e. the external recruitment campaign.

The external campaign offers applicants the opportunity to choose two geographic locations. Please note, if you also apply for the external campaign, the geographical area choice you make under this recruitment campaign (NRS05336) must be the same as one of the two geographic area choices which you select if you apply for NRS05303. This is because your single geographic area choice for this campaign will count as one of the two geographic area choices available to you under the external recruitment campaign.

Example 1:

You wish to apply for this internal recruitment campaign only, then you should choose the geographic area you would most like to work in. You cannot change your geographical area choice for this recruitment campaign after the closing date and time of Thursday 6 July 2017 at 12 noon.

Example 2:

You wish to apply for this internal recruitment campaign AND the external recruitment campaign.

You choose Galway as your geographic choice for this recruitment campaign (NRS05336).

When you apply for the external recruitment campaign (NRS05303) you must then select Galway as one of your geographical area choice(s) e.g.

Choice 1: Galway and Choice 2: Donegal

or

Choice 1: Mayo and Choice 2: Galway

You cannot change your geographical area choice for this recruitment campaign after the closing date and time of Thursday 6 July 2017 at 12 noon.

1. **Where are the actual jobs located, what am I applying for?**

HBS Recruit is running this recruitment and selection process to fill anticipated vacancies within a geographic area(s) therefore you are not asked to indicate a specific work site at any stage. Full details of individual jobs will be provided to panel members, through an “expression of interest”.

Applicants successful at interview are placed on a panel for their geographic area choice.

* Once you are on a panel, you decide which post you would like and where, based on your panel order of merit.
* Dependent on your order of merit you will be informed through an “expression of interest” about Assistant Staff Officer, Grade IV roles in that geographic area.
* Dependent on your order of merit, as each individual job arises we let panel members know of the job by sending a text and email. The email tells the panel members about an individual job at a particular site, details include: employer, location, start date, the service itself, the team and the contact details of the Manager at that site with whom to talk to find out more.

If you are not interested in a job that is no problem- simply ignore the email until you see a job that is of interest to you.

A position on the panel is not a job offer and does not necessarily mean that you will be offered a post. By participating in this process you are ensuring that you will be included for access to these and future opportunities that may occur.

Example 1: if you choose Carlow/Kilkenny – and are successful at interview, you will be on the panel for all Assistant Staff Officer, Grade IV opportunities in Carlow/Kilkenny for the HSE – this would typically include but is not limited to services like St Luke’s General Hospital, Community Health Organisation services such as Primary Care Services, Social Care Services, Mental Health Services, Health Business Services (HBS) and many more.

Example 2: if you choose Cork – and are successful at interview, you will be on the panel for all Assistant Staff Officer, Grade IV opportunities in Cork for the HSE – this would typically include but is not limited to services like Cork University Hospital, Cork University Maternity Hospital, Bantry General Hospital, Mallow General Hospital, Community Health Organisation services such as Primary Care Services, Social Care Services, Mental Health Services and many more.

For clarification purposes for this recruitment campaign – Dublin North is understood to be sites / services etc. located north of the River Liffey; Dublin South is understood to be sites / services etc. located south of the River Liffey.

Example 3: if you wish to work in a service like Connolly Hospital, Blanchardstown – Connolly Hospital is located north of the River Liffey, therefore you should choose Dublin North as one of your geographical area choices.

If you wish to work in a service like the Headquarters of the National Ambulance Service - the National Ambulance Head Quarters is located in Tallaght, Dublin, therefore you should choose Dublin South as one of your geographical area choices.

Candidates successful at interview and placed on a geographic area panel may form the candidate pool for posts analogous (aligned) to the grade of Assistant Staff Officer, Grade IV. Please note a further selection process may apply, which will be indicated to panel members should these roles occur.

1. **What is the selection process?**

* You must complete the official application form in full and provide the required supporting documentation. If you do not complete the application form in full and return it with the required supporting documentation in line with instructions, your application will not be submitted to the selection board for consideration and subsequent interview (if applicable).
* The nationally agreed Eligibility Criteria for Assistant Staff Officer Grade IV does not apply to this confined internal recruitment campaign as the Eligibility Criteria which applies to this recruitment campaign is as a result of Workplace Relations Commission agreement C-161867 of 28 April 2017.
* Applicants who apply must be suitably qualified (see Appendix 1). Applicants should pay due attention to completing the eligibility section of their application with regard to demonstrating their eligibility and provide the required supporting documentation when submitting their Application Form by the closing date and time specified for this recruitment campaign.
* A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
* Shortlisting may take place based on the requirements of the role.
* As vacancies arise in the geographical areas, eligible applicants will be invited for interview based on their geographical area choice.
* Candidates who have provided the required supporting documentation will be called to interview. There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.
* Where a ranking exercise applies it will be based on the information applicants provide on their application form.
* Any applicant who did not meet the eligibility criteria / was not shortlisted will be informed of that decision and the reason why.
* The selection process will be ordered by geographic area. As vacancies arise in the geographical areas, eligible applicants who have chosen that geographical area will be invited to interview for the particular geographical area.
* Any candidates invited to interview will be given more details regarding the interview at a later date.
* Competency-based interviews may be held on a phased basis, inviting candidates to interview based on the position held in the ranking exercise.
* Applicants successful at interview are placed on a panel in order of merit for their geographic area choice.
* A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.
* We will offer the posts to the candidates with the highest scores on the panel.
* If a candidate declines the post we will offer it to the next highest scoring candidate that expressed an interest etc
* Once appointed to a permanent post the panel member will be removed from the panel formed as a result of this recruitment campaign and will receive no further job offers. If you are also on a panel as a result of the external recruitment campaign NRS05303 Assistant Staff Officer, Grade IV you will be removed from this panel also. If you are awaiting to move to the next stage of NRS05303 Assistant Staff Officer, Grade IV you will be removed from the applicant pool.
* HBS Recruit reserves the right to validate the information contained in the Line Manager signed letter of confirmation provided by applicants.
* The HSE reserves the right to withdraw an offer if validation cannot be completed in a time frame congruent with service need.
* The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory validation cannot be obtained.

We would like to highlight to you that interviews form a part of the selection process. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. All previous employers may be contacted for reference purposes. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need.

The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

1. **What is a panel, how are they formed?**

As per the WRC Agreement C-161867 of 28 April 2017, 20% of Grade IV posts filled over the two year life of the panel will be from this confined panel, in other words 1 in every 5 (20%) of available jobs must be offered to candidates on the panel formed as a result of this recruitment campaign. This will be monitored on a six monthly basis.

**What is a panel?**

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate, who expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 12 months and may be extended. Please read “Appendix 6” of this document for more details on how panels are managed.

**Marking System**

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Application Form.

Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel.

If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer.

Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note in order to be deemed successful you must be awarded a minimum score of 40 for each competency area.

**Future panels**

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel. (Panel members who have accepted a specified purpose contract are considered active panel members).

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. The HSE may modify panel management rules in line with service need during the lifetime of the panel and will notify all remaining candidates of any changes.

1. **Acceptance / Refusal of Job Offers**

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Please see Appendix 6 for a full outline of the panel management rules.

1. **Campaign Time Scales**

Closing date for Assistant Staff Officer, Grade IV is: Thursday 6 July 2017 at 12 noon

Interviews will be held on a geographic area basis, dependent on service need. As soon as a time period is agreed, you will be issued with a text alert and email to advise of the interview time period. In addition, you will be provided with a minimum of two weeks’ notice of the specific date and time of interview.

Applicants who are invited to interview but who do not attend, will not be offered an alternative opportunity for interview HBS Recruit will assume that you are no longer interested in Assistant Staff Officer Grade IV opportunities for the geographic area choice for which you have been invited to attend for interview under this recruitment campaign.

1. **Interview Locations**

Eligible applicants will be notified by letter if / when you are to being invited to interview. It is our intention to post out the invitations to interview to the correspondence address on your application form. You will receive a text and email to let you know invitations have been posted.Applicants generally have two weeks written notice of their exact interview date and time.

Invitations to interview will include all the information you need such as how you might best prepare for the interview, directions to the interview venue, your exact interview date and time etc. It is unlikely that alternative interview dates and times can be offered. Candidates who do not confirm their interview attendance prior to the deadline supplied in the invitation to interview will have their slot cancelled.

“Appendix 8” details the documentation needed at interview stage.

Please read “Appendix 7” for full details and instructions on how to request a SKYPE interview.

1. **Security Clearance**

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for the post.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see Appendix 4 for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

1. **Appeal Procedures**

Appointments in the HSE are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to

their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to: Yvonne O’Rourke, Campaign Lead (yvonne.orourke1@hse.ie). Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

**We encourage you to visit** [**www.cpsa.ie**](http://www.cpsa.ie) **for further information on the code of practice and informal and formal review procedures.**

**Appendix 1**

**Suitably Qualified Candidates:**

Applicants must at the closing date meet all of the criteria below:

1. In line with the Workplace Relations Commission (WRC) agreement C-161867 of 28 April 2017 only HSE employees who are in receipt of a specified purpose contract/fixed term contract temporarily at a Grade IV level are eligible to apply for this recruitment campaign:
2. An Application is valid only if the completed application form is accompanied by a copy of the applicant’s:

(i) Most recent payslip

And

(ii) Line Manager signed \*Letter of Confirmation verifying that the applicant is a temporary Grade IV.

*Note: \*The Line Manager Letter of Confirmation template provided as part of the Candidate Pack for this recruitment campaign must be signed by the applicant’s Line Manager. No other versions of Line Manager Letters of Confirmation are accepted.*

**2. Age**

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

**3. Health**

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**4. Character**

Candidates for and any person holding the office must be of good character.

**Appendix 2**

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**NRS05336 Assistant Staff Officer, Grade IV**

**Applicants please print this letter and have it signed by your Line Manager.**

**Completed signed letters must be returned to** [**applyadmin@hse.ie**](mailto:applyadmin@hse.ie) **by Thursday 6 July 2017 at 12 noon.**

**Re: Completing Letter of Confirmation**

Dear Line Manager,

HBS Recruit have advertised a national Grade IV recruitment campaign, as a result of the WRC Agreement C-161867 of 28 April 2017. This recruitment campaign NRS05336 is restricted to applications from existing HSE employees who are in receipt of a specified purpose contract / fixed term contract appointing them temporarily to a Grade IV level / paid at the Department of Health consolidated Grade IV salary scale. HBS Recruit may validate the information provided.

In addition, applicants for this recruitment campaign must provide with their application, prior to the closing date and time of Thursday 6 July 2017 at 12 noon a signed letter of confirmation from their line manager confirming that the named applicant is:

* currently employed by the HSE
* that they are temporarily appointed as a Grade IV at Thursday 6 July 2017 at 12 noon

Applicants who cannot apply:

* HSE employees appointed permanently at Grade IV level
* Individuals working in the HSE with a contract of employment with another employer e.g. agency staff

Yours faithfully,

Yvonne O’Rourke

HBS Recruit | Health Business Services, HR | HSE | Aras Sláinte Chluainín | Manorhamilton | Co Leitrim | Eircode: IF91AP57 | Tel: 071 9820425 | Email: [Yvonne.ORourke1@hse.ie](mailto:Yvonne.ORourke1@hse.ie)

**Line Managers please complete the form below:**

|  |  |
| --- | --- |
| Applicant Name: |  |
| Personnel Number: |  |
| I confirm that the above named employee is:   * currently employed by the HSE * that they are temporarily appointed as a Grade IV at Thursday 6 July 2017 at 12 noon   I confirm I am the current line manager of the above named employee. | |
| Signature of Line Manager:  *please date* | |
| Line Manager Name*, please print:* |  |
| Line Manager Grade, *please print:* |  |
| Contact Telephone Number: |  |
| HSE Email Address, *please print:* |  |
| Line Manager HSE Work Location Address, *please print:* |  |
|  |
|  |
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|  |

**Appendix 3**

(i) **EEA Nationals**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) **NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE**

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

**And**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

**Or**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

* Marriage/Civil Partnership Certificate

And

* Spouse’s passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

Or

* If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

***Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.***

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website [www.djei.ie](http://www.djei.ie)

**Personal Public Service Number (PPS Number)**

In order to work in Ireland you should have a PPS Number. This is a unique reference number that is used by the employer to make the required tax and social insurance contributions on your behalf. You can apply for a PPS Number through the Department for Social Protection. You can find more detailed information about this at the following web pages: <http://www.welfare.ie/en/Pages/ppsn.aspx>

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

**Appendix 4**

All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) is the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for the post.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

**United Kingdom**

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

[Metropolitan Police Service - Your right to information](http://www.met.police.uk/information/)

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

[www.north-wales.police.uk](http://www.north-wales.police.uk)

The <http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

**Australia**

[www.afp.gov.au](http://www.afp.gov.au) This website will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand**

[www.courts.govt.nz](http://www.courts.govt.nz) This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust be obtained from the **FBI** **only,**

**https://www.fbi.gov/about-us/cjis/identity-history-summary-checks**

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

**Other Countries**

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**

**Appendix 5**

**Candidates who CANNOT APPLY**

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

**Persons in receipt of a pension from specified Superannuation Schemes**

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

|  |
| --- |
| * Local Government Superannuation Scheme (LGSS) |
| * Health Service Executive Employee Superannuation Scheme |
| * Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers) |
| * Nominated Health Agencies Superannuation Scheme (NHASS) |
| * Other Public Service Superannuation Scheme   Among the Voluntary Early Retirement Schemes referred to above are the following:   * Incentivised Scheme of Early Retirement (ISER) * Voluntary Early Retirement Scheme 2010 (VER) * Voluntary Redundancy Scheme 2010 (VRS) |

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012)**

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a persons pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Appendix 6**

**Panel Management Rules**

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

**Frequently used terms:**

**Expression of Interest:** An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

**Formal Job Offer**: You are formally offered the job i.e. if you accept the formal job offer you will move to the next stage of the selection process- reference checking, occupational health clearance etc.

**Order of Merit**: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

**Permanent Whole Time Posts**

You will have one working week++ in which to express an interest in a permanent post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the last date by which you may express an interest. You will also receive a description of the post / service as well as contact details for the Service Manager to discuss the service / department. We strongly recommend that you do so.

HBS Recruit may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally accept a post and subsequently decline the post will be removed from the panel.**

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel, if you have accepted a permanent post from the panel or if you have been appointed permanently from the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

++ Where Service need requires **the time span in which to express interest may be less than five working days**. The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. **We strongly advise candidates to pay due attention to expiry times.**

**Permanent Part Time Posts**

Vacancies may arise that constitute less than one full time post (i.e. less than one full working week). Where possible we will endeavour to merge vacancies together in order to create a full time post. If this is not possible we will offer the part time post to candidates in order of merit. Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally offered **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally accept a post and subsequently decline the post will be removed from the panel.**

Candidates who accept a permanent post will no longer be eligible for any further expressions of interest / job offers, and will be removed from the panel on their appointment.

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel, if you have accepted a permanent post from the panel or if you have been appointed permanently from the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

**Specified Purpose Whole Time or Part Time Job Offers**

You will have 48\* hours in which to express an interest in a specified purpose post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post / service and contact details for the Service Manager to discuss the service / department if you wish to do so.

HBS Recruit may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

\*Where service need requires **the time span in which to express interest may be less than 48 hours**. The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. **We strongly advise candidates to pay due attention to expiry times**.

Candidates, who accept a specified purpose post will not receive any further expressions of interest / job offers for specified purpose posts, and will be classified as “dormant”. This means that you will not be contacted regarding any further specified purpose posts, which arise unless you notify HBS Recruit. At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact HBS Recruit, who will immediately reactivate your status on the panel confirming your availability for specified purpose posts.

Candidates who take up specified purpose positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest in specified purpose vacancies will not forfeit their ranking on the panel.

Regardless of whether a candidate’s status on the panel is dormant (due to accepting a specified purpose post) or active, it will not affect in any way expressions of interest / job offers for permanent positions.

Interviews form a part of the selection process. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need.

The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

**Appendix 7**

**Request for a SKYPE Interview**

HBS National Recruitment endeavours to accommodate eligible applicants with a SKYPE interview who would otherwise have to undergo an inordinately long journey as well as prohibitive costs to attend an interview in person.

This is a limited resource, to ensure those applicants with the greatest need (inordinately long journey and prohibitive costs) are prioritised within these limited resources, we are required to ask applicants who have requested a SKYPE interview to provide evidence as to why they require an interview in this format.

Evidence = a scanned copy/photograph of any of the following: overseas residence permit or utility bill in your name / proof of current overseas employment. Whichever you wish to submit must show your name, your overseas address and must be from a recent date (within 2 months of the closing date).   
  
Applicants requesting a SKYPE interview must detail their request on their application form and submit the following documentation with their application form:

1. Evidence of residence (a scanned copy / photograph as outlined above)
2. Your SKYPE ID
3. A copy of your current passport (photographic page)

The above documentation must be provided no later than the closing date and time for the submission of completed application forms.

Regrettably we cannot facilitate applicants with a SKYPE interview who do not provide the documentation as outlined above.

**Information for applicants undertaking a SKYPE interview**

* Applicants invited to interview through SKYPE will be informed that they will be interviewed through this medium.
* HBS National Recruitment will then issue applicants with a contact request through SKYPE. It is the applicant’s responsibility to ensure that they accept this contact request.
* An email and text will be issued to you once we have sent you a SKYPE contact request. At this point you will be advised to check your SKYPE account and accept the contact request.
* If you do not receive this contact request, it is your responsibility to notify HBS Recruit by email to [applyadmin@hse.ie](mailto:applyalliedhealth@hse.ie) quoting the Campaign Reference Number.
* Depending on your individual SKYPE account settings, we may be required to undertake a SKYPE test call in order to ensure that contact details are correct and that HBS NR SKYPE account can contact your SKYPE ID.
* Please note SKYPE test calls and interview times will be conducted during working hours (GMT Ireland)
* A further communication with detailed instructions on conducting your SKYPE interview will be issued to applicants in advance of their interview.
* Candidates attending SKYPE interviews will be required to show the photographic page of their Passport to the screen at the commencement of the interview. Candidates will be asked to confirm that they have read and understood the General Declaration on the Application form and this information will be recorded in the notes. This is in the absence of the candidate being at the interview in person to sign their application form.
* SKYPE calls are carried over the Voice Over Internet Protocol (VOIP) which requires a strong internet connection. We recommend that candidates attending a SKYPE interview ensure that they are in a location with the necessary broadband speeds needed to support VOIP prior to the commencement of their interview. Where the connection is too weak to support the call, a number of attempts will be made to contact the candidate. Where this fails, we will endeavour to reschedule the interview within the scheduled interview period if possible. Where this is not possible, the interview process for all other candidates will continue and the panel will be formed.

**Appendix 8**

This appendix details the documentation you must bring to interview with you. If you are invited to interview you will receive a letter detailing what documentation is required to be presented at interview

You will be required to produce the following documentation upon your arrival for your interview. Candidates who do not bring the required documentation listed below **will not be admitted to interview.**

* **Form of recent photographic identification** i.e. drivers licence, passport or student/ HSE Work I.D. This identification will be checked and returned to you immediately on the day.

**Appendix 9**

Illustration of Typical Range of Service Types within the Geographic Areas

|  |  |
| --- | --- |
| **This is not a finite list of the services / service providers, but rather gives you with an idea of types of services typically located within the geographic areas.** | |
| Community Healthcare Organisations | Community Healthcare Services are the broad range of services which are provided outside of the acute hospital system and include Primary Care, Social Care, Mental Health and Health & Wellbeing Services. These services are delivered through the HSE and its funded agencies to people in local communities, as close as possible to people's homes. |
| Hospital Groups | The hospitals in Ireland are organised into **seven Hospital Groups.** The services delivered include inpatient scheduled care, unscheduled/emergency care, maternity services, outpatient and diagnostic services. |
| Corporate Services in the HSE / Health Business Services/ National Ambulance Service | All of the services are supported through corporate or business services at various centres e.g. the headquarters of the HSE are based in Dublin (Dublin South). Other services such as the National Ambulance Service have their headquarters in Tallaght, Dublin (Dublin South) with other facilities around the country. This is also the case for shared services such as Health Business Services, whose various functions are based at different locations e.g. Kilkenny (Carlow/Kilkenny), Leitrim (Sligo/Leitrim), |
| **Geographic Areas** | **Service Types** |
| Carlow / Kilkenny | Community Healthcare Organisation Area 5, Ireland East Hospitals Group, HBS |
| Cavan / Monaghan | Community Healthcare Organisation Area 1, RCSI Hospitals Group |
| Clare | Community Healthcare Organisation Area 3, University of Limerick Hospitals Group |
| Cork | Community Healthcare Organisation Area 4, South/South West Hospitals Group |
| Donegal | Community Healthcare Organisation Area 1, Saolta University Health Care Group |
| Dublin North | Community Healthcare Organisation Area 9, RCSI Hospitals Group |
| Dublin South | Community Healthcare Organisation Areas 6 & 7, Dublin Midlands Hospitals Group / Ireland East Hospitals Group / Children's Hospital Group, HQ HSE, HQ National Ambulance Service |
| Galway | Community Healthcare Organisation Area 2, Saolta University Health Care Group |
| Kerry | Community Healthcare Organisation Area 4, South/South West Hospitals Group |
| Kildare / West Wicklow | Community Healthcare Organisation Area 7, Dublin Midlands Hospitals Group |
| Laois / Offaly | Community Healthcare Organisation Area 8, Dublin Midlands Hospitals Group |
| Limerick | Community Healthcare Organisation Area 3, University of Limerick Hospitals Group |
| Longford / Westmeath | Community Healthcare Organisation Area 8, Ireland East Hospitals Group |
| Louth / Meath | Community Healthcare Organisation Area 8, RCSI Hospitals Group / Ireland East Hospitals Group |
| Mayo | Community Healthcare Organisation Area 2, Saolta University Health Care Group |
| Roscommon | Community Healthcare Organisation Area 2, Saolta University Health Care Group |
| Sligo / Leitrim | Community Healthcare Organisation Area 1, Saolta University Health Care Group |
| Tipperary North / East Limerick | Community Healthcare Organisation Area 3, University of Limerick Hospitals Group |
| Tipperary South | Community Healthcare Organisation Area 5, South/South West Hospitals Group |
| Waterford | Community Healthcare Organisation Area 5, South/South West Hospitals Group |
| Wexford | Community Healthcare Organisation Area 5, Ireland East Hospitals Group |
| Wicklow | Community Healthcare Organisation Area 6 |