

**Additional Campaign Information**

**NRS14227 Dietitian, Staff Grade**

**National Recruitment Campaign**

Dear Candidate,

Thank you for your interest in this role. It is our intention to form a panel as a result of this recruitment campaign as outlined in the Job Specification.

This document outlines how the recruitment process will be run and important dates. We highly recommend that you read this document before submitting an application.

1. **Who should apply?**

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. Information on the eligibility criteria is available in the Job Specification.

**Recognition of International Qualifications**

Dietetic qualifications awarded outside the Republic of Ireland must be assessed through a process of ‘recognition’ by CORU.  Candidates who have completed a Dietetic Qualification outside the Republic of Ireland and have not yet received recognition of their qualification with CORU will be recorded as Dormant.  This means that if they are successful at interview and placed on the panel, they will not receive any expressions of interest until they provide the National Recruitment Service with proof of recognition with CORU.

In order to commence the recognition process with CORU, the applicant must provide the following with their application:

* Certified copy of proof of identity
* Certified copy of birth certificate
* Certified copy of evidence of change of name (if applicable)
* Certified copy of certificate qualification(s) award
* Certified copy of official transcripts for qualification (s) awarded
* Certified description of the course content – course syllabus / handbook
* Certified documentary evidence of eligibility to practise
* Certified copies of certificates / transcripts for other relevant qualifications
* Confirmation by educational institute
* Confirmation by employers
* Declarations
  + Consent to background checks
  + Fee Payment

It is important that applicants understand the recognition process is a paper based assessment.  It is therefore crucial that they read the guidance notes in full to ensure all documentation/requirements are met prior to applying. These can be found at the link [below:](https://www.coru.ie/files-recognition/recognition-of-international-qualifications-guidance-notes-june-2022.pdf)

<https://coru.ie/files-recognition/recognition-of-international-qualifications-guidance-notes-june-2022.pdf>

**Seeking recognition of qualifications is the responsibility of the applicant.** Please note recognition can take a period of time. Delays to the process can also be caused by applicant errors such as:

* Incorrect verification of documentation (using incorrect verifiers)
* Applicants not specifying if placements are supervised
* Applicants leave employment gaps and do not clarify reason
* Applicants provide one sentence of duties on placement/employment – this needs to be detailed in the context of equipment used/clinical interactions/level of responsibility/hours undertaken
* Applicant might not get their university/ employer to send the CORU primary qualification, placement, internship, or employment forms and will instead send separate documents which we cannot accept
* Applicant may download and sign the registration self-declaration form and not the CORU recognition declaration form.
* Applicant may handwrite their documents, which CORU do not accept.

For more information on the recognition process please refer to the CORU website, <https://coru.ie/health-and-social-care-professionals/international-qualifications/apply-for-recognition/>

**2024 Undergraduates**

We also welcome applications from 2024 undergraduate students who are due to qualify no later than 31 December 2024. These applicants if successful at interview will be recorded as dormant. This means that they will remain on the panel but will not be offered any posts until they inform the National Recruitment Service in writing that they are in receipt of their final qualification and recognition (where applicable).

Any qualified candidates who have not yet attained their registration on the Register of Dietitians with CORU, will be recorded as Active – Awaiting Registration. It is important for candidates to notify the National Recruitment Service as soon as they receive registration in order to have their status on the Panel changed to Active.  Once a candidate’s status is Active they can receive all Expressions of Interest.

For more details

* On the qualifications and eligibility criteria please see Appendix 1.
* For information on “Non-European Economic Area Applicants” please see Appendix 2. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.
* The HSE welcomes applications from suitably qualified Non-EEA Nationals and will support successful Non EEA candidates in their application for a Work Permit as applicable.

1. **Opportunity to work as an Dietetic Assistant**

A candidate who accepts a permanent Dietitian, Staff Grade role but has not yet obtained their CORU registration, may be given the opportunity to start in post as a Dietetic Assistant for the period of time it takes for their registration to come through

All Dietitian, Staff Grade vacancies will be expressed out to Active panel members as they become available. If you express interest in a post and you are highest in order of merit you will be offered the opportunity to proceed to pre-employment clearances for that post. If you accept, the NRS will progress you through pre-employment clearances as normal. Once pre-employment clearances are complete, the NRS will then review your CORU Status.

If you are registered on the Register of Dietitians with CORU, the NRS will proceed as normal and issue you with a permanent contract for Dietitian, Staff Grade.

If you are not yet registered on the Register of Dietitians with CORU, you may be given the opportunity to start in post as a Dietetic Assistant for the period of time it takes for your registration to come through.  If the option of starting in post as a Dietetic Assistant is available, it will be discussed with the Manager and candidate at that stage.  If a candidate accepts an interim Dietetic Assistant role while awaiting Registration, they will receive an interim Specified Purpose of Employment Contract for Dietetic Assistant.  Once they receive their CORU registration, they will need to inform the NRS at which time they will then be given a permanent Contract of Employment for a Dietitian, Staff Grade.

**Do I have to accept an Assistant post if I am offered one?**

No. If a candidate is offered an Assistant post but they choose not to accept it, they will not forfeit their permanent post. They will proceed through the pre-employment checks for the Dietitian, Staff Grade post but they will not be able to take up appointment until they notify the NRS that they are in receipt of their CORU registration.

**What happens if I accept an Assistant post?**

If a candidate accepts a Dietetic Assistant post while awaiting Registration, they will receive an interim Specified Purpose Contract of Employment for a Dietetic Assistant.

Once they receive their Registration, they will need to inform the National Recruitment Service at which time they will then be given a Permanent Contract of Employment for a Dietitian, Staff Grade.

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

**Geography**

It is the intention of the National Recruitment Service to form six separate panels as a result of this campaign for Dietitian, Staff Grade; one for each Regional Health Area. These panels will be used to fill current and future, permanent and specified purpose vacancies of full or part-time duration. In your application form you must select the Regional Health Area(s) in which you are interested in working. Please note we cannot accept changes to RHA choice after the closing date and time for the receipt of applications. Therefore, you should choose the RHA in which you would most like to work.

The Regional Health Areas (RHA’s) are:

* HSE Dublin and North East - North Dublin, Meath, Louth, Cavan\*\*, and Monaghan
* HSE Dublin and Midlands - Longford, Westmeath, Offaly, Laois, Kildare, and parts of Dublin South and Wicklow\*
* HSE Dublin and South East - Tipperary South, Waterford, Kilkenny, Carlow, Wexford, Wicklow, part of South Dublin
* HSE Mid West - Limerick, Tipperary and Clare
* HSE South West - Kerry and Cork
* HSE West and North West - Donegal, Sligo, Leitrim\*\*, Roscommon, Mayo, and Galway

*\*West county Wicklow: West county Wicklow continues to be aligned with Kildare for health services*

*\*\*West county Cavan: A small portion of west county Cavan continues to be aligned with Sligo/Leitrim for health services*

[Map of the 6 new health regions](https://assets.hse.ie/media/images/Health_regions_map_september_2023.width-800.png)

Candidates can choose a maximum of two RHA’s. Eligible applicants will attend one interview and if successful their total score awarded at interview will be used to determine their panel placing for each of their RHA choices. Candidates who do not specify at least one area, will not be called forward to interview.

1. **How do I apply for this post?**

* **You must submit a fully completed Application Form particular to this post by email only.**
* Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**
* There is no need to sign emailed applications; we will request candidates to sign their application form at a later stage.
* 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.
* Email applications will receive a response within 2 working days, which will let you know that we received your email. **If you have not received an email response within 5 working days, we highly recommend that you contact the NRS via email to** [**applyalliedhealth@hse.ie**](mailto:applyalliedhealth@hse.ie) **to verify that your email has been received.**
* We check eligibility of the applicants after the closing date and time therefore it is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. This means that if your application is blank, you have sent the wrong version of your application form, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.
* As we are only accepting applications by email applications must be submitted as a Microsoft Word format only. Applications 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. **In order to ensure that your email is not quarantined your email attachments should not exceed a 3mb limit. If you are required to submit supporting documentation with your application form which exceeds 3mb you must reduce the size of the documentation by compressing (zip) the documents otherwise your email may not be received by the closing date of the campaign.**
* To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis
* The National Recruitment Service can only accept complete applications received by the closing date and time of **Tuesday 23rd April 2024 at 3PM.** If you submit more than one application the last one received prior to the closing date and time is the version that will be considered.

Please note that the National Recruitment Service will only contact you by email therefore it is most important that your email address is included on your application form. It is your responsibility to ensure you have access to your emails. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

1. **Candidates on existing national panels**

If you are currently on the National Panel for Dietitian, Staff Grade you will have received a separate communication by email. This communication will advise you as to whether or not the panel you are on is due to expire.

If the panel you are on is due to expire and you would still like to be considered for future Dietitian, Staff Grade opportunities, you may wish to apply for this new supplementary campaign.

1. **How will the selection process be run?**

* The purpose of this recruitment and selection process is to fill current and anticipated vacancies as provided in the job specification during the lifetime of the panel. A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.
* You must complete the relevant application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* 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.
* 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.
* Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
* **Candidates invited to interview will be given more details regarding the interview at a later date.**
* Candidates who are successful at interview will be placed on a panel in order of merit.
* Posts are offered to the candidate with the highest order of merit. Full details on how panels operate are available in Appendix 5.
* We would like to highlight to you that interviews form a part of the selection process. 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. 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. 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.

Please refer to the link below for further information on:

* What to Expect – when applying for a job in the HSE
* What to Expect – the Recruitment Journey

<https://www.hse.ie/eng/staff/jobs/recruitment-process/>

We recommend that you visit <https://www.hse.ie/eng/staff/jobs/>  on regular basis to ensure you are aware of the wide range of HSE career opportunities.

1. **Interview Notes**

It should be expected that interview board members will take notes during each interview.  These notes are created by and for the interview board member for use as an aide memoir to support board discussions.  In keeping with process transparency, the relevant interview notes can be provided to a candidate on request.  Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided.  It is important to remember the sole purpose of any notes produced, a verbatim or complete record of the interview overall should therefore not be expected.

1. **Formation of Panels**

**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 that 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 1 year and may be extended.

**Marking System**

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

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 for a panel you must be awarded a minimum score of 40 for each competency area.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scoring Guide** | | | |
| **Little Evidence** of this key skill area presented | **Adequate / Satisfactory** evidence of this key skill area presented | **Good** evidence of this key skill area presented | **Strong** evidence of this key skill area presented |
| **1 – 39** | **40 - 69** | **70- 89** | **90 - 100** |

The above Scoring Guide is provided to illustrate the breakdown of the Scoring Bands used by the Interview Board when scoring a candidate following interview.  It is important to note that the description used to identify each of the Scoring Bands is for illustrative purposes only and the wording could vary slightly on your interview marking sheet.  For example if you received a score anywhere between 40 – 69 for a competency area, the comment on the interview marking sheet might include the word sufficient / adequate/ satisfactory / reasonable or other variation to describe the evidence presented by the candidate in answer to the question they were asked.

**Future panels**

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 life time of the panel and will notify all remaining candidates of any changes.

1. **Acceptance / Declination of a Recommendation to Proceed**

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 5 for a full outline of the panel management rules.

1. **Campaign Time Scales**

The closing date for receipt of completed applications is listed in the Job Specification.

Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**

1. **Security Clearance**

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday 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 3** 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 the Code of Practice established by the Commission for Public Service Appointments (CPSA). Full details in relation the Code of Practice and review and complaints procedures are available on the CPSA Website **(www.cpsa.ie**).

**Section 7**

If a candidate is unhappy with a decision made at any stage while a selection process is ongoing, or believes that it was made on incorrect information or that documented procedure was not followed, they can request a review under Section 7 of the Code. The decision may be reversed if it is found to have been incorrect, to have been based on incorrect information or as a result of documented procedure not being followed.

**OR**

**Section 8**

If a candidate believes there has been a breach of the Code of Practice and the selection process followed was, in itself, unfair they can make a complaint under Section 8 of the Code.

A candidate can submit a request for a review of a decision under Section 7 of the Code or a complaint about the process under Section 8 of the Code **but not both.**

**How to submit a request for a review or complaint**

In order for the National Recruitment Service to deal with your request you will need to do the following before submitting a request:

1. Identify which procedure is appropriate to your particular circumstance (Section 7 or Section 8)
2. Advise if you wish to avail of an informal or formal review.
3. Clearly outline how the selection process was unfair or has been applied unfairly to you. Requests for a review or submission of a complaint without providing any facts or grounds to support the request will result in the NRS being unable to examine the matter.

It is recommended that candidates should pursue an informal review/complaint in the first instance. However should a candidate not wish to engage in the informal review/complaint process, they can proceed directly to the formal process.

The process for submitting a request for a review or a complaint is as follows:

**Informal Review/Complaint**

Request must be submitted by email to Gráinne Rooney, Campaign Lead [Grainne.Rooney3@hse.ie](mailto:Grainne.Rooney3@hse.ie) within **5 working days** of receipt of a decision.

**Formal Review/Complaint**

Request must be submitted by email to Michelle Nolan, Formal Appeals Officer [recruitmentappeals@hse.ie](mailto:recruitmentappeals@hse.ie) within **5 working days** of receipt of a decision.

1. **HSE Privacy Policy**

The National Recruitment Service is committed to protecting your privacy and takes the security of your information very seriously. The National Recruitment Service aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE NRS Candidate Privacy Policy, is available at [HSE NRS Candidate Privacy Statement](https://www.hse.ie/eng/staff/jobs/recruitment-process/candidate-privacy-notices-for-candidates-in-recruitment-process.html)

1. **How National Recruitment Services will contact you**

Please note that the National Recruitment Service will contact you by methods such as email, phone, SMS, or by post therefore it is most important that all your contact detail are included on your application form.

It is your responsibility to ensure you have access to your emails. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

To reduce the possibility of emails from the NRS team being directed to spam we recommend that you add the HSE Domain to your WHITELIST or safe senders list in your email domain. Due to the number of domain providers we are unable to provide a single instruction on this so we recommend that you research this for your particular domain.

1. **How to contact National Recruitment**

For any queries regarding the Recruitment process please contact the NRS Help Desk on:

**Tel:** 0818 473677 (for candidates calling from outside Ireland +35341 6859506)

or by **email** on: [asknrs@hse.ie](mailto:asknrs@hse.ie)

For queries specifically relating to the role please contact the named person on the Informal Enquiries section on the Job Specification

1. **Support modules for candidates engaging in the HSE Recruitment process**

Three support modules, for candidates engaging in the HSE recruitment process, are now available on the HSE Website. You can access the modules by using the following link <https://www.hse.ie/eng/staff/jobs/recruitment-process/>

The eLearning modules are also available on HSELand. They can be accessed by entering ‘*Getting a Job in the HSE*’ in the search function.

**Appendix 1**

**Applications are welcome from individuals due to qualify prior to 31st December 2024**

1. **Statutory Registration, Professional Qualifications, Experience, etc.**
2. **Candidates for appointment must:**
3. Be registered, or be eligible for registration, as a Dietitian by the Dietitians Registration Board at CORU.

**And**

1. Candidates must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.

**And**

1. Provide proof of Statutory Registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU **before a contract of employment can be issued**.
2. **Annual Registration**

|  |  |
| --- | --- |
| (i) | On appointment practitioners must maintain annual registration on the  Dietitians Register maintained by the Dietitians Registration Board at  CORU. |
|  | **And** |
| (ii) | Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |

**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.

**Character**

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

**Post Specific Requirements**

Demonstrate depth and breadth of experience in the area of Dietetic services, as relevant to the role.

**Note 1:**

2024 undergraduate students who are due to qualify no later than 31st December 2024 are eligible to apply. These applicants if successful at interview will be recorded as Dormant. This means that they will remain on the panel but will not be offered any posts until they inform the National Recruitment Service in writing that they are in receipt of their final qualification and recognition (where applicable).

Dietetic qualifications awarded outside the Republic of Ireland must be assessed through a process of ‘recognition’ by CORU.  Candidates who have completed a Dietetic Qualification outside the Republic of Ireland and have not yet received recognition of their qualification with CORU will be recorded as Dormant.  This means that if they are successful at interview and placed on the panel, they will not receive any expressions of interest until they provide the National Recruitment Service with proof of recognition with CORU.

Any qualified candidates who have not yet attained their registration on the Register of Dietitians with CORU, will be recorded as Active – Awaiting Registration. These candidates will be eligible to receive expressions of interest but will not be able to take up post as a Dietitian, Staff Grade until they are in receipt of their CORU registration.

Depending on service requirements, a candidate who accepts a permanent post but has not yet obtained their CORU registration, may have the opportunity to start in post as a Dietetic Assistant for the period of time it takes for their registration to come through. If this opportunity is available in it will be offered to the successful candidate if they are not in receipt of registration by the time the pre-employment process has been completed

Further information is available on Page 1 of Additional Campaign Info

**Appendix 2**

(i) **Are you an EEA/Swiss or British National?**

**Applicants who are EEA nationals, Swiss nationals or British nationals do not require work permits / visas**

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, Republic of 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:

1. 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 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State**.**

**OR**

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, Stamp 6.

**OR**

1. For permissions related to your graduate or marital/partnership status 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 1G  showing you have permission to be in this State.

**OR**

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

**And**

* A scanned copy of your spouse’s passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit.

**Or**

* A scanned copy of both the front and back of your spouse’s current Irish Residence Permit showing Stamp 4 **and** a copy of their Critical Skills Employment Permit.

**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 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

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

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

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](https://www.irishimmigration.ie/registering-your-immigration-permission/information-on-registering/immigration-permission-stamps/#783c0f58d65d5b335)

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. At the time of application you will need to submit documentary evidence which confirms your refugee status

**Appendix 3**

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. 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.

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 excluding Northern Ireland, 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.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), 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**

<https://www.acro.police.uk/s/>

https://www.police.uk/pu/your-area/ 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**

https://www.justice.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/services/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 accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

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 4**

**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)

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 person’s 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 5**

**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.

**Recommendation to Proceed**: A recommendation to proceed simply means that you are the candidate who expressed an interest in a post and is highest in order of merit and will be invited to proceed to the next stage of the recruitment process (pre-employment clearances) i.e. reference checking, occupational health and garda vetting 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.

**Expression of Interest**

* An “Expression of Interest” is an invitation offering you the opportunity to express your interest in a post.  It should not be considered a job offer. This will outline the details of the position in terms of location, tenure, job title, 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. You will be made aware by an “alert” text to your mobile phone to advise you that an expression of interest has issued.
* “Expression of Interest” invitations have a deadline and once the deadline has passed, no further expressions of interest will be accepted. The deadline will be outlined to you in the email
* Expression of Interest responses will only be accepted in the format that is outlined in the “Expression of Interest” invitation
* HSE National Recruitment Services may issue “Expression of Interest” invitations to more than one candidate on a panel at a time
* Following “Expression of Interest” responses and deadline, the candidate who expressed  interest in the post **and** is highest in order of merit will be given a “Recommendation to Proceed invitation” to progress to the next stage of the recruitment process (pre-employment clearances)
* If you respond to an “Expression of Interest” invitation with “Interested” and you are not the highest in order of merit on the “Expressed Interest list” your position on the panel will remain unchanged
* If you respond to an  “Expression of Interest” invitation with “not Interested” your position on the panel will remain unchanged
* If you do not respond to an “Expression of Interest” invitation we will assume that you do not wish to express an interest in the position and your position on the panel will remain unchanged
* If the person who is highest in order of merit on the “Expressed Interest list” progresses to Recruitment clearances and subsequently withdraws we may revert to the next highest person in order of merit on the “Expressed Interest list” or depending on the time that has lapsed we may issue a new “Expression of Interest”

**Recommendation to Proceed**

"Recommendation to Proceed" invitation offers you the opportunity to progress to the next stage of the recruitment process i.e. pre-employment clearances”. It should not be considered a job offer. This will outline the details of role in terms of location, tenure, job title, Hiring Manager etc. You will be made aware by an “alert” text to your mobile phone to advise you that a ‘recommendation to proceed’ has issued.

It is important that you read these advisory notes before you commit to accepting the Recommendation to Proceed invitation” to progress to recruitment clearances as your decision may have an impact on your status on the panel.

If you advise the National Recruitment Service that you wish to proceed to the next stage of the Recruitment Process i.e. pre-employment clearances, the following rules apply based on the role that you are progressing with:

**If you agree to progress with a Specified Purpose Post**

* You will no longer be eligible for any further “Expressions of Interests” for Specified Purpose posts, however, you will keep your place on the panel for “Expressions of Interests” for Permanent Posts.
* and you later decline during the pre-employment clearance stage you will keep your place on the panel for both Specified Purpose and Permanent posts

**If you agree to progress with a Permanent Post**

* You will no longer be eligible for any further expressions of interest and will be removed from the panel
* and you later decline during the pre-employment clearance stage you will remain removed from the panel

**Please note the following important information:**

* “Recommendation to Proceed” responses will only be accepted in the format that is outlined in the “Recommendation to Proceed” invitation.
* “Recommendation to Proceed” invitations have a deadline and once the deadline has passed, no further responses will be accepted. The deadline will be outlined to you in the email.
* No contractual obligation is formed by through the “Recommendation to Proceed invitation” therefore we strongly advise that you do not hand in your notice at this time***.***
* HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security and medical clearances which will be sought as required.
* The HSE reserves the right to withdraw a recommendation to proceed if not satisfied with all aspects in this regard.
* The HSE determines the merit, appropriateness and relevance of references.
* A contract of employment is only valid when received in writing and signed by both parties (i.e. candidate and HSE).
* If you take up employment in a Specified Purpose post, you can advise NRS by email to [asknrs@hse.ie](mailto:asknrs@hse.ie) when you are within three months of the end of your contract. We will then activate you on the panel again for Specified Purpose “Expressions of Interests”