



## Guide for filling out our Application Form

*Do something incredible today... apply for a job with the HSE!*

---

We're here to help you with your application:

- We recommend that you keep this document open beside you when you're completing our Application Form. It's designed to help you complete the application form.
- To help us understand you best, we ask that the application be completed in your own words and without the use of AI tools.
- The '[Job Specification](#)' will provide you with lots of useful information about the requirements of this role.

### Section - Tell us all about you...

1. Full name - fill in your first & last name, as it appears on your passport or birth certificate
2. Known as (if different from first name) - if you're known by a name that is different to your first name, you can fill it in here. If you're known by your first name, then you can leave this space blank.
3. Postal address - let us know which address we should send any correspondence to, although for most of our correspondence, we will contact you by email or on your phone. Please include your Eircode/Post code
4. Contact Number - let us know what telephone number we can contact you on. If you have a non-Irish telephone number, be sure to let us know the country code (e.g., +44 for the UK, +34 for Spain).
5. Email address - let us know what email address we can contact you on, most correspondence will be issued by email.
6. Public Service Pension- Let us know if you are currently receiving a public service pension.

People who used to work in the Health Service or public sector need to follow the rules about returning to work if they've already taken 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)

Before applying or taking part in this recruitment process, candidates should make sure they are eligible to work for the HSE

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

If someone who's getting a Public Service Pension (for example, someone who retired early) is later hired for another Public Service job, the Pension Abatement Rules apply. In simple terms, if their pension plus the salary from their new job adds up to more than the current salary for the job they originally retired from, their pension will be reduced by the amount of the excess. This applies no matter if their pension came from the same pension scheme as their new job or from a different Public Service Pension Scheme.

7. Irish Interview - Please let us know if you wish to be interviewed in Irish.
8. Disability – If you require reasonable accommodations to enable you to participate to the best of your ability in the selection process, let us know by clicking yes, we will contact you regarding these at a later stage.
9. Advertising – let us know how you heard about this job.

---

## Section 1 - Help us understand your right to work in Ireland...

1. Are you an EEA, SWISS or British citizen (European Economic Area)?

- You can work in Ireland without a work permit, if you are:
  - an Irish citizen
  - a British or Swiss citizen
  - an EEA citizen (this means you are a citizen of one of the 27 countries in the European Union, as well as Iceland, Norway and Liechtenstein).

Please tick the relevant box that applies to you.

## Section 2 – Non- EEA Citizen

If you are a non-EEA citizen (this means you are not a citizen of the 27 countries in the European Union, or Iceland, Norway and Liechtenstein). In general, if you are a non-EEA citizen, you will need a work permit. You should check the Job Description for the role you're applying for to see if we can apply for a work permit on your behalf.

- If you believe you have the right by some other means (e.g., you have refugee status), you will need to provide us with proof of your right to work in Ireland.
- Please attach a copy of your visa.
- Please attach a copy of your work permit.

### **Required Documents:**

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, or Stamp 6.

Or

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, 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.

## Section 3 Career Overview - Let's look at your relevant work experience...

Here we're looking for a list of everything you've done in your career - from now right back to when you finished full-time education. Please make sure there are no breaks - if you took some time out to travel, or care for family, please tell us about that too - it's all relevant.

Employment History:

- Company Name - Who did you work for?
- Job Title - what role did you have?
- Time Period - what date did you start?
- To - what date did you finish? – Tick “Current Job” if you still are employed here.
- Skills – What skills were required in this role?
- Location – Where was this role based?
- Description- Tell us about the main responsibilities you held in this job - what did you do? If some of your jobs are not very relevant to the role that you're applying for, then you can just provide one bullet. For the jobs that are very relevant to your application, be sure to detail the responsibilities that you think are most important.

## Section 4 – Educational Achievements -let's look at what education, training and professional qualifications you might have that are relevant for our job...

In this section we're interested in hearing about all your qualifications - this includes your final second level courses (i.e. Leaving Certificate) and any third level courses (e.g., if you studied at a university or college).

- School/College - let us know the school, college or university name
- Location – Tell us where you studied this course
- Name of Course - let us know the name of the course you studied
- Qualification- let us know what you graduated with - a certificate, a degree?
- Time Period - let us know the year you started and the year you finished your studies – tick “currently studying” if you are still enrolled in this course
- Subjects Studied: Tell us about the subjects/modules in your course
- Grade – Please let us know your grades/results
- NFQ Qualification Level - in Ireland the QQI has a framework to describe all levels of education. You can [see the framework here](#). For this question, you should select the level relevant for the course you studied (e.g., the Leaving Certificate Applied is Level 4; the Leaving Certificate is Level 5; a University Degree can be Level 7 or Level 8).
  - If you studied abroad, you can use [NARIC's Foreign Qualifications Database](#) to download a **comparability statement** to compare your academic qualification to an Irish qualification / level on the Irish [National Framework of Qualifications \(NFQ\)](#).
  - If your qualification is **not** listed in the database, you can apply for advice on the [general academic recognition of your qualification](#).
- If you have not yet received final exam results, when do you expect to get your results? - If you're awaiting exam results, let us know the date when you expect to hear

Additional training relevant to the role – please let us know of any other training you have completed that may be relevant to the role.



## Guide for filling out our Application Form

*Do something incredible today... apply for a job with the HSE!*

---

### Section 5 – Qualifications & Eligibility Criteria

This is where you explain how your qualifications and experience align with the eligibility criteria for this role. You can find the eligibility criteria in the job description.

Please upload any requested supporting documentation.

#### Professional registration status

Some professions require qualifications to be accredited by a professional body. If you are applying for a role that requires registration, we're interested in knowing your registration status (e.g., all Nurses or Psychologists or Speech & Language Therapists must be registered with a regulatory body to practice in Ireland).

- If you are applying for a role that requires registration, please enter your Registration PIN in the box provided.
- Note: Seeking registration with the relevant Irish professional body is your responsibility as the applicant. You can find more information on seeking [eligibility requirements for registration by clicking here](#).

### Section 6 – Post Specific Requirements

This section outlines requirements that are unique to this role. Please provide detailed responses to each question asked.

### Section 7 – Other Requirements Specific to the post

In this section, please let us know if you have a driving license, the type and categories.

### Section 8 - General Declaration

Finally - you're getting to the end! The terminology in this section is pretty heavy - apologies in advance - but don't skim over the content - it's really important. We're very serious about honesty and fairness in the HSE, and that applies to our recruitment processes too. At this stage, you will be typing your name to indicate your agreement, but if you get further in the application process, you'll be asked to physically sign - so make sure you've read what you'll be signing.



## Guide for filling out our Application Form

*Do something incredible today... apply for a job with the HSE!*

---

### Can we provide you with more assistance?

We've [lots of resources that might be helpful](#), including:

- What to expect [when applying for a job with the HSE](#) and during [the HSE recruitment journey](#)
- E-learning modules on the recruitment and selection process:
  - [Applying for a job in the HSE](#)
  - [About interviewing in the HSE](#)
  - [Practising for an Interview in the HSE](#)
- Sign up to the [HSE's Career Hub](#) to keep informed about new job opportunities tailored to your preferences.

### And finally, here comes all the legal stuff...

- The HSE will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice is available on the [CPSA website](#).
- The Health Service Executive is an Equal Opportunities Employer.
- The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.
- Data Privacy - the HSE is committed to protecting your privacy and takes the security of your information very seriously. We aim to be clear and transparent about the information we collect about you and how we use that information. You can see our [HSE Data Protection Policy here](#) and our [HSE National Records Retention Policy here](#).
- In submitting this application, you (as the applicant), acknowledge that the HSE will communicate with you by various means (such as phone, email, SMS, post mail) regarding your application during the recruitment process and for the lifecycle of any panel (should you be successful in obtaining a place on the panel). If, at any point, you wish to stop receiving communications from us, you can contact us and request to be removed from future communications.
- We wish you every success with your application. If you are unsuccessful and believe the outcome is based on incorrect information or didn't follow the processes we've promised, you can request a review or make a complaint. Please reach out to your Recruitment contact for the details of who to email.
- We really hope it never happens, but if you believe you encounter any wrongdoing during your recruitment process, you can make a protected disclosure about the issue (see more information about [making a protected disclosure to the HSE](#).)