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| Earcaíochta SGS  | HBS Recruit |
| Seirbhísí Gnó Sláinte | Health Business Services |
| Aras Sláinte Chluainin | Aras Sláinte Chluainin |
| Cluainín Ui Ruairc | Manorhamilton |
| Co .Liatroma | Co.Leitrim |
| Teil/Tel: 00353 (0)71 9835291 |
| Fax: 00353 (0)719820598 |

**Additional Campaign Information**

**Staff Midwife**

**National Supplementary Recruitment Campaign**

**NRS03651**

Dear Candidate

Thank you for your interest in the post of Staff Midwife.

The HSE has ongoing opportunities for Staff Midwife. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified Staff Midwife candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding interviews in order to fill current and future vacancies. Interview dates will be communicated to eligible applicants as soon as they are scheduled.

There is currently no closing date stated for this campaign. Once we have a sufficient number of applicants we may introduce a final closing date. This closing date will be detailed on the Advertisement for this campaign on our website at www.hse.ie.

This recruitment campaign is being run to supplement the existing panel so that current and future permanent and specified purpose vacancies can be filled. The panel formed through this campaign will fill vacancies at Staff Midwife grade.

This document outlines how the recruitment process will be run. We highly recommend that you download, save and read this document before applying for this campaign.

1. **Who should apply?**

We are very interested to receive applications from all suitably qualified individuals who are interested in working as a Staff Midwife’s.

**2017 Midwifery Graduates/Undergraduates:**

We are very interested to receive applications from all 2017 Undergraduates/Graduates who are interested in working as a Staff Midwife within the HSE. Undergraduates successful at interview will be made dormant on the panel until they provide evidence that they have registered with NMBI. This means that undergraduates cannot be offered jobs until they are qualified.

There are further criteria that apply to applicants being deemed eligible or ineligible. Information on this is available in 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 2.
* Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes, please see Appendix 4 for more information on this.
1. **How do I apply for this post?**
* Please read the job specification, we recommend that you read it a number of times before beginning your application.
* Complete the Application Form particular to this campaign considering at all times your qualifications, experience and supplementary question answers in light of the job specification and requirements of the role.
* There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
* 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.
* E-mail applications will receive a response to let you know that we have received your e-mail. We check eligibility of the applicants after the closing date therefore it is important that you ensure you have fully demonstrated your eligibility for the campaign in your application form.
* We will contact you mainly by mobile phone and email. Therefore we recommend you specify in your application form your personal mobile number and personal e-mail that you check on and have access to on a regular basis (rather than a work mobile or e-mail address which you may have limited access to). It is your responsibility to ensure you have access to your mobile voice mails, text messages and emails. If you choose to use your work mobile and work email addresses you may receive communications that have a 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.

**Important Note:** Please ensure that you fully and clearly complete the qualifications and eligibility criteria 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 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.

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

**Geography**

It is the intention of HBS Recruit to form panels in order of merit. However, should there be a very high volume of applicants we may be required to call eligible applicants forward to the next stage of the process by geographic preference. Please indicate your geographic preference on your application form.

Comprehensive details on HSE services by geographic area are available [www.hse.ie](http://www.hse.ie)

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

The HSE has ongoing opportunities for Staff Midwife. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified Staff Midwife candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding interviews in order to fill current and future vacancies. Interview dates will be communicated to eligible applicants as soon as they are scheduled.

* There are current vacancies that need to be filled and we will use applicants from this recruitment campaign to fill them.
* As soon as a sufficient number of applicants apply we will invite those to the next stage of the selection process.
* There is currently no closing date stated for this campaign. Once we have a sufficient number of applicants we may introduce a final closing date. This closing date will be detailed on the Advertisement for this campaign on our website at [www.hse.ie](http://www.hse.ie). This is to allow us to capture as many applicants as possible to fill these posts on an ongoing basis. We are accepting applications for this campaign on an ongoing basis.

Application and Appointment Process:

* You must complete the official 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.
* Applicants who submit the application form will be informed of the next stages of the selection process. This will include a face to face 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
* Any applicant who did not meet the eligibility criteria/ was not shortlisted will be informed of that decision and the reason why.
* Candidates who have demonstrated the requisite skills and experience will be called to interview.
* Any candidate 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.
* We will offer the posts to the candidates with the highest scores on the panel.
* 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.
* If a candidate declines the post we will offer it to the next highest scoring candidate etc.
* 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.
1. **Acceptance / Declination of a Job Offer**

In order to fill the post in the most efficient way and in line with service need we have required time lines for your acceptance of the post. These are outlined in Appendix 5 of this document. We will also inform you post interview of the time lines in which we require your acceptance or declination of the post.

Please see Appendix 5 for a full outline of the panel management rules.

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.

**Specific Work Sites**

The purpose of the panel formed is to fill anticipated vacancies within HSE Midwifery services as opposed to specific work sites. Therefore you are not asked to indicate a specific worksite.

**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 for a panel 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.

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. **Security Clearance**

Our office will seek Garda Vetting for all of your residences in the Republic of Ireland and Northern Ireland. Please see Appendix 3 for more information on international clearances.

1. **Appeals 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 Nicole Rogers, Campaign Lead (Email: nicole.rogers@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.**

1. **Candidates who CANNOT APPLY**

**Existing Panels**

You cannot apply if you are already on the existing National Panel for Staff Midwife. The existing Staff Midwife panel will take precedence over the new panel created through this campaign. This means that you and all remaining candidates on the existing panel will be placed in a **higher order of merit** than the new panel.

**Appendix 1**

**Suitably Qualified Candidates:**

**Each candidate must, at the latest date for receipt of completed applications for the post:**

Be registered in the Midwifery Division of the Register of Nurses kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) or be entitled to be so registered

**And**

Have the clinical and administrative capacity to properly discharge the functions of the role

*Note: Post holders must maintain annual registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)*

**Health**

A candidate 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**

Each candidate for and any person holding the office must be of good character

**Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation 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

**Qualified candidates not on the Midwifery Division of the register kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland)**

* If you are interested in pursuing a career as midwife with the HSE, we recommend that you commence the registration process now
* If you are successful at interview and are not registered in the Midwifery Division of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) you will remain dormant\*\* on the panel and will not be offered any posts until you have informed HBS Recruit that you are in receipt of your appropriate Nursing and Midwifery Board of Ireland registration.
* **Seeking registration is the responsibility of the candidate.**
* Please note registration can take a period of time.
* For further details on registration please see [www.nursingboard.ie](http://www.nursingboard.ie)

\*\* Dormant = you retain your place on the panel but you are not contacted about opportunities

**Appendix 2**

(i) **EEA Nationals**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, 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)

**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 3**

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) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

**PLEASE NOTE:** the Garda clearance form which you complete and return only covers addresses in the Republic of Ireland and Northern Ireland. However all addresses from birth, including overseas addresses must be provided on our Garda Clearance form.

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:[www.met.police.uk/dataprotection](http://www.met.police.uk/dataprotection)

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

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

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

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

[www.police.uk/forces/forceslist.asp](http://www.police.uk/forces/forceslist.asp) This 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.

[www.direct.gov.uk/en/Employment/Startinganewjob/index.htm?CID=EMP&PLA=url\_mon&CRE=crb](http://www.direct.gov.uk/en/Employment/Startinganewjob/index.htm?CID=EMP&PLA=url_mon&CRE=crb)

(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,**

**http://travel.state.gov/travel/tips/emergencies/emergencies\_1201.html**

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 4**

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**

The HSE has implemented a policy which prohibits the rehire of retired members of HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one of the following Pension Schemes:

1. Local Government Superannuation Scheme (LGSS)
2. HSE Employee Superannuation Scheme
3. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
4. Nominated Health Agencies Superannuation Scheme (NHASS).

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.

Former Health Service and public sector employees must ensure that they adhere to their contractual obligations where they have previously availed of the Incentivised Scheme of Early Retirement (ISER), 2010 Voluntary Early Retirement Scheme (VER) or 2010 Voluntary Redundancy Scheme (VRS).

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**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.

**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.**

**Candidates who formally 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)*

++ 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 prior to taking up employment will be removed from the overall 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.

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 6**

**Request for a SKYPE Interview**

HBS Recruit 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 Recruit 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 applynursingjobs@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.