

|  |
| --- |
| **Staff Nurse General (Acute Hospital Services)**  **Information and Contact Details**  **NRS03652** |

Dear Applicant

Thank you for your interest in employment as a Staff Nurse General (Acute Hospital Services).

We would like to hear from you if you are interested in working in Acute sites in Ireland and are on the General Register (or soon to be on the register).

At this point we are interested in gathering contact details from you and also some additional information about your qualifications/ experience and where you are working now. This is to aid us in directing you to the right site that suits your individual interest and experience. Local interviews may be arranged for individual hospitals/ individual hospital groups. The exact process will be outlined to you at a later stage.

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.

Kind regards

National Recruitment Services Team

Please carefully note the following guidelines:

* Please ensure you fully read and understand the **Job Specification,** asrelevant to this campaign, which provides useful information about the requirements of the post.
* Please complete all areas of the application form in full.
* The HSE has ongoing opportunities for Staff Nurse General (Acute Hospital Services). In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified Staff Nurse General candidates can submit applications throughout the year. Throughout the year 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 advertisement. Once we have a sufficient number of applicants we may introduce a final closing date. This closing date will be detailed on the Advertisement on our website at www.hse.ie.
* If applying via email please quote the following in the subject line:

*NRS03652 Staff Nurse General (Acute Hospital Services)*

* + Applications must be submitted as a Microsoft Word or PDF document format only. Applications stored on personal online storage sites, e.g. Skydrive, 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.
* 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.
* 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.
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Codes of practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/) . Further information is also available in the Additional Campaign Information document available on http://www.hse.ie/eng/staff/jobs/job\_search/.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Acts 2014.

***Please return completed application form to:***

|  |
| --- |
| **Email:** [applynursing@hse.ie](mailto:applynursing@hse.ie) (quoting NRS03652 Staff Nurse General (Acute Hospital Services) in the subject line)  **Post:** Olivia Moran, Staff Nurse General (Acute Hospital Services) Rolling Campaign, National Recruitment Service, Aras Slainte Chluainin, Manorhamilton, Co Leitrim |

Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for: | **Staff Nurse General (Acute Hospital Services)** | | |
|  |  |  |  |
| Candidate Reference No. *(office use only)* | **NRS03652-** | | |
| **Personal Details** |  |  |  |
| First Name: |  | | |
|  |  |  |  |
| Last Name: |  | | |
|  |  |  |  |
| Postal address for correspondence: |  | | |
|  | | |
|  | | |

|  |  |
| --- | --- |
| **MOBILE TELEPHONE *(mandatory)***: |  |
| Contact Telephone No. 2: |  |

|  |  |
| --- | --- |
| Email Address ***(mandatory)***:  (You may provide more than one) |  |

|  |  |  |
| --- | --- | --- |
| **PPS Number** ***(mandatory)***: | |  |
|  |

***Where did you see this advertised?***

|  |  |
| --- | --- |
| HSE website – [www.hse.ie](http://www.hse.ie) |  |
| Word of mouth - my manager / colleague |  |
| Notification from HSE Talent Pool |  |
| Advertisement in Irish Independent |  |
| LinkedIn |  |

*\* More than one indication is allowed.*

**European Economic Area**

Are you an EEA (European Economic Area) National? Yes  / No

Please see Appendix 2 for definition of an EEA National.

**NB If you are a non EEA citizen you must provide the requested documentation to support your application**. For further information please read “Appendix 2” in the "Information & Contact Details” document.

1. **Superannuation Schemes**

Are you currently in receipt of a Voluntary Early Retirement or Ill Health Early Retirement Pension from any of the Public Health Superannuation Schemes listed at 1-5 below, or any other Public Sector Pension Scheme?

|  |  |  |
| --- | --- | --- |
| **Are you currently in receipt of a pension from any of the following superannuation schemes? (This means have you retired?)** | | |
|  | **YES** | **NO** |
| 1. Local Government Superannuation Scheme (LGSS) |  |  |
| 1. Health Service Executive Employee Superannuation Scheme |  |  |
| 1. Voluntary Hospital’s Superannuation Scheme (VHSS) |  |  |
| 1. Nominated Health Agencies Superannuation Scheme (NHASS) |  |  |
| 1. Other Public Service Superannuation Scheme |  |  |

If you have answered ‘yes’ in relation to being in receipt of a pension from any of the above Superannuation Schemes you are not eligible to apply for this recruitment campaign. Please read Appendix 4 in ‘Additional Campaign Information’ for further details.

1. **Current Contractual Status**

* **I am currently a HSE employee\* Yes**  **No**

\*HSE Employee = you are a direct employee of the HSE and not in a post funded or partially funded by the HSE

**Please tick the HSE area in which you work**

|  |  |  |
| --- | --- | --- |
|  | | **Please state the name & location of where you work** |
| HSE Dublin Mid Leinster |  |  |
| HSE Dublin North East |  |  |
| HSE South |  |  |
| HSE West |  |  |

If you answered yes to the above question, please choose the option below which best matches your current contractual status:

1. **I have a permanent contract**  **or B) I have a temporary contract**

* **I am currently an employee of a Voluntary Hospital Yes**  **No**
* **I am currently an employee of a Dublin Academic Teaching Hospital (DATH’s) Yes**  **No**

Please tick the Dublin Academic Teaching Hospital in which you work:

|  |  |
| --- | --- |
| Mater Misericordiae University Hospital |  |
| St Vincent’s University Hospital |  |
| Tallaght Hospital |  |
| Beaumont Hospital |  |
| St James Hospital |  |

* **I am currently an Agency Nurse working in the HSE Yes**  **No**
* **I am currently an Agency Nurse working in a DATHs or voluntary site Yes**  **No**
* **I am currently working in the NHS (NI/UK) Yes**  **No**
* **I am currently an Agency Nurse working for the Private Sector Yes**  **No**
* **I am not currently working as a Nurse Yes**  **No**

**Nursing Registration Details**

**Please indicate below if you are registered in the General Division of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered**

|  |  |
| --- | --- |
| **Registration** | **Pin Number** |
| I am a fully qualified General Nurse with **active** An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) registration |  |
| I am o a fully qualified General Nurse on the inactive register in the General division of the Register of Nurses kept by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) |  |
| I am a fully qualified General Nurse registered with a European Authority other than An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) |  |
| I am a fully qualified General Nurse registered with a non European Authority |  |
| I am a Pre-Registration Nurse who is due to graduate before 31st December 2016 (General) |  |
| The date my name was entered on the register for the General division(s) is:  Please enter as DD/MM/YYYY |  |

Seeking registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) is the responsibility of the applicant.

**A:** Please tick the College/University in the Republic of Ireland from which you graduated with a Bachelor of Nursing

**B:** If you attended a College/University outside of the Republic of Ireland but within the European Economic Area, please tick the country in which you were awarded a nursing qualification.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | | **B** | | | | |
| I graduated in the Republic of Ireland from a college listed below: | | I graduated in a country other than the Republic of Ireland: | | | | |
| **Colleges/Universities in the Republic of Ireland**  Mark your college with an X | | **Country of Qualification**  Mark the country with an x | | | | |
| Athlone Institute of Technology |  | | Austria |  | Liechtenstein |  |
| Dublin City University |  | | Belgium |  | Lithuania |  |
| Dundalk Institute of Technology |  | | Bulgaria |  | Luxembourg |  |
| Galway Mayo IT |  | | Cyprus |  | Malta |  |
| Institute of Technology Tralee |  | | Czech Republic |  | Norway |  |
| Letterkenny Institute of Technology |  | | Denmark |  | Poland |  |
| National University of Ireland Galway |  | | Estonia |  | Portugal |  |
| St Angela’s College, Sligo |  | | Finland |  | Romania |  |
| Trinity College Dublin |  | | France |  | Slovakia |  |
| University of Limerick |  | | Germany |  | Slovenia |  |
| Waterford Institute of Technology |  | | Greece |  | Spain |  |
| University College Cork |  | | Hungary |  | Sweden |  |
|  |  | | Iceland |  | Switzerland |  |
|  | | | Italy |  | The Netherlands |  |
| Latvia |  | United Kingdom |  |
| I graduated from a country other than those listed above: | | | |
| Please provide country name in the space below: | | | |
|  | | | |

**Hospitals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick which hospital/s you would most like to work in:**  You can choose more than one Hospital provided you are genuinely interested in working in that Hospital. It is our intention to forward your details to the relevant Hospital Group and for interviews to be conducted locally. | | | |
| **Ireland East Hospitals Group** | | | |
| Midland Regional Hospital Mullingar |  | St Luke's General Hospital Kilkenny |  |
| Our Lady's Hospital Navan |  | Wexford General Hospital |  |
| St Columcille's Hospital Loughlinstown |  |  | |
| **RCSI Hospitals, Dublin North East** | | | |
| Cavan General Hospital |  | Monaghan Hospital |  |
| Connolly Hospital |  | Our Lady of Lourdes Hospital Drogheda |  |
| Louth County Hospital |  |  | |
| **Dublin Midlands Hospitals Group** | | | |
| Midlands Regional Hospital Tullamore |  | Naas General Hospital |  |
| Midlands Regional Hospital Portlaoise |  | St Luke’s Hospital Rathgar |  |
| [**University of Limerick Hospitals**](http://www.hse.ie/eng/services/list/3/hospitals/ulhospitals/) | | | |
| Croom Hospital |  | St John’s Hospital Limerick |  |
| Ennis Hospital |  | University Hospital Limerick |  |
| Nenagh Hospital |  | University Maternity Hospital Limerick |  |
| **South/South West Hospitals Group** | | | |
| Bantry General Hospital |  | Mallow General Hospital |  |
| Cork University Hospital |  | South Infirmary Victoria University Hospital |  |
| Cork University Maternity Hospital |  | South Tipperary General Hospital |  |
| Kerry General Hospital |  | Waterford Regional Hospital |  |
| Lourdes Orthopaedic Hospital Kilcreene |  |  | |
| **Saolta Hospital Group** | | | |
| Galway University Hospital |  | Portiuncula Hospital |  |
| Letterkenny General Hospital |  | Roscommon County Hospital |  |
| Mayo General Hospital |  | Sligo Regional Hospital |  |
| Merlin Park University Hospital |  |  |  |

**Specialty Area**

Candidates are requested to indicate their interest in working in specialty areas of nursing care. You may choose multiple Specialty Areas provided you are genuinely interested in working in that area and have the necessary knowledge/experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick which specialty you are interested in:** | | | |
| General Medical/Surgical |  | Emergency Department |  |
| Theatre |  | Intensive Care |  |
| Coronary Care |  | Endoscopy |  |
| Oncology |  | Haematology |  |

Further information is available on http://www.hse.ie/eng/services/list/3/hospitals/

**Appendix 1**

**Suitably Qualified Candidates:**

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

Be registered in the General 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 General 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 nurse with the HSE, we recommend that you commence the registration process now
* If you are successful at interview and are not registered in the General 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 National Recruitment 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 pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

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

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

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

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

**United Kingdom**

London:

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

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

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

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

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

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

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

**Australia**

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

**New Zealand**

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

**United States of America**

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

**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**

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

• Local Government Superannuation Scheme (LGSS)

• Health Service Executive Employee Superannuation Scheme

• Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)

• Nominated Health Agencies Superannuation Scheme (NHASS)

• Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

• Incentivised Scheme of Early Retirement (ISER)

• Voluntary Early Retirement Scheme 2010 (VER)

• Voluntary Redundancy Scheme 2010 (VRS)

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

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

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a 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.