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 **Aras Sláinte Chluainin**

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**HBS Recruit**

**Health Business Services**

**Aras Sláinte Chluainin**

**Manorhamilton**

**Co. Leitrim**

**Additional Campaign Information**

**Audiologist, Staff Grade**

**National Supplementary Recruitment Campaign**

**NRS04594**

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 are available in the Job Specification.

For more details

* On the qualifications and eligibility criteria please see Appendix 1.
* 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. **How do I apply for this post?**
* You must submit a fully completed Application Form particular to this post.
* 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 an automated response within one working day during business hours, which will let you know that we have received your e-mail.
* 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, missing competency questions, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.
* Applications must be submitted as a Microsoft Word or PDF document 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.

Please note that HBS Recruit will mainly contact you by email. Some communications are sent by post (e.g. invitations to interview, selection process results), therefore it is most important that your email address is included on your application form as well as your postal address. 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.

We will send you an e-mail to alert you when we have posted you a communication.

1. **Who should apply?**

We welcome applications from all suitably qualified candidates who are interested in Audiologist, Staff Grade positions at HSE sites in the Republic of Ireland. The panel created on foot of this campaign will fill vacancies which may occur for a 12 month period (panels may be extended).

**2019 Audiology Graduates/Undergraduates:**

We are very interested to receive applications from all 2019 Undergraduates/Graduates who are interested in working as Audiologist Staff Grade within the HSE. Undergraduates successful at interview will be dormant on the panel until they provide evidence they have successfully completed their course of study. This means that undergraduates cannot be offered jobs until they are qualified.

1. **Candidates who CANNOT APPLY**

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

* Current panel members of the existing (primary *and supplementary*) National Panels for Audiologist. The existing panels take precedence over the new supplementary panel formed through this campaign. This means that all remaining candidates on the existing panels have a higher order of merit than the new supplementary panel.
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
* A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.
* Posts are offered to the candidate with the highest order of merit. Full details on how panels operate are available in Appendix 5.
* If there is an existing panel in place this may take precedence over the newly formed panel for this campaign.
* 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. **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 current and anticipated vacancies for all HSE areas 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. **Acceptance / Declination of a Job Offer**

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**

This is a ‘rolling’ recruitment campaign i.e. there is currently no closing date. We are accepting applications for this campaign on an ongoing basis. Interview will take place on an interim basis once a sufficient number of eligible applications have been received, however, the campaign will continue to remain open. Once we have a sufficient number of applicants we may introduce a final closing date.

Eligible Candidates will be notified if and when Interviews are scheduled.

Please note that you must provide recent photographic identification upon your arrival at interview, i.e. Driver’s Licence, Passport or Student/HSE Work ID. This identification will be checked and returned to you immediately on the day.

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 HBS Recruit 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.

8.  **Appeal Procedures**

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

Their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to Simone Burns, Campaign Lead (simone.burns@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.**

**9. HSE Privacy Policy**

HBS Recruit is committed to protecting your privacy and takes the security of your information very seriously. HBS Recruit aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Privacy Policy, is available at <https://www.hse.ie/eng/privacy-statement/>

Information on the General Data Protection Regulation is available at <https://www.hse.ie/eng/gdpr>

**Appendix 1**

**Suitably Qualified Candidates:**

**Candidates must have at the latest date of application: -**

**1. Professional Qualifications, Experience, etc**

1. Candidates for appointment must posess
2. A BSc (Hons) Audiology at Level 8 on the Quality and Qualifications of Ireland (QQI) framework from:

 Athlone institute of Technology, Ireland

**OR**

1. A BSc (Hons) Health Care Science (Audiology) or its predecessor the BSc in Audiology (at Level 8 on the Quality and Qualifications of Ireland (QQI) framework from:

 Aston University, UK

 De Montfort University, UK

 Middlesex University, London, UK

 University of Leeds, UK

 University of Manchester, UK

 University of Southampton, UK

 University of Swansea, UK

 University College London, Ear Institute, UK

**OR**

1. The British Association of Audiologists Examinations Parts 1 & 2 (or its predecessor) in respect of existing Audiologist

**OR**

1. An MSc in Audiology Level 9 on the Quality & Qualifications Ireland (QQI) Framework from:

 University of Cork, Ireland

 University of Manchester, UK

 University of Southampton, UK

 University College London, Ear Institute, UK

 Queen Margaret University (Edinburgh), UK

**OR**

1. An AuD/PhD in an Audiology related field

**OR**

1. A qualification in Audiology validated by the Department of Health

**AND**

1. Provide evidence of audiological competence relevant to the scope of practice required for the role.

**AND**

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

**AND**

1. Applicants who did not complete the required studies through the medium of English must demonstrate their proficiency in the English language through the submission of certification from the IEL TD. An overall score of 7.00 is required with a minimum of Reading 6.5, Writing 7, Listening 6.5, and Speaking 7.

**2. 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.

**3. 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.

**4. Character**

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

***Post Specific Requirements***

Demonstrate experience in the following areas as relevant to the role:

* Digital amplification for adults and children
* Hearing aid prescription and verification methods including using REM’s for adults and children
* Assessment of adults and children
* A paediatric clinical service

**Qualifications obtained outside the Republic of Ireland must be accredited / validated by the Department of Health**

* Applicants who are successful at interview and have qualified outside of the Republic of Ireland and have not obtained a qualification from any of the following universities
* Aston University, UK
* De Montfort University, UK
* Middlesex University, London, UK
* University of Leeds, UK
* University of Manchester, UK
* University of Southampton, UK
* University of Swansea, UK
* University College London, Ear Institute, UK
* Queen Margaret University (Edinburgh), UK

will remain dormant on panels and will not be offered any post until they have informed HBS Recruit that their qualifications have been validated by the Department of Health. If you are offered a post and it subsequently emerges that your qualifications are not validated at the time of job offer, the job offer will be withdrawn and you will be made dormant on the panel.

* Therefore if you are interested in pursuing a career in Audiology with the HSE, we strongly recommend that you commence the accreditation procedures now. Seeking accreditation / validation of qualifications is the responsibility of the applicant.
* Please note accreditation / validation can take a period of time.
* Further details on the accreditation / validation process can be found on the **Department of Health website** <https://health.gov.ie/>

**NOTE ON THE VALIDATION PROCESS**

Validation is the process whereby non-Irish qualifications are assessed under EU Directive 2005/36/EC for their equivalence to the Irish qualifications required to work in the public health sector in Ireland. Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications, applies to all Member State nationals wishing to practice a regulated profession in a Member State other than that in which they obtained their professional qualifications

The process for validation can take up to **six months.** The Directive 2005/36/EC provides for an application to be acknowledged within one month of receipt.  During this time, the application is scrutinised to ensure that the appropriate documentation has been submitted.  If the application is in order a formal acknowledgement is issued and timeframe for decision commences.  If not in order, a request for additional information is issued.  On receipt of the additional information, this is the date that the timeframe for decision commences, i.e. 4 months for EEA nationals and 6 months for Non EEA nationals.

**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 HBS Recruit 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, 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 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**

https://www.acro.police.uk/police\_certificates.aspx

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

**United States of America**

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

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

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

**Other Countries**

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

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who 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 for Post**: 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.

**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 then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **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 as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally proceed to pre-employment clearances for a permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel**

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

++ 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 proceed to express 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 invited to proceed to pre-employment clearances **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 as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally proceed to pre-employment clearances for a part time permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel.**

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

**Specified Purpose Whole Time or Part Time**

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 then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **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 proceed to pre-employment clearances for a specified purpose post will not receive any further expressions of interests 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 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 post 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 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 xxx 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 xx 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.