



Please note HBS Recruit is recruiting on behalf of TUSLA, the Child and Family Agency. HSE policies and legislation related to public service recruitment will be applied in Child and Family Agency Appointments.

ADDITIONAL CAMPAIGN INFORMATION

**Social Worker Team Leader
Children & Families Services
National Recruitment Campaign
NRS04877**

Dear Candidate,

Thank you for your interest in the post of Social Worker Team Leader.

This is some additional important information regarding this campaign. We recommend that you read this document before applying for this campaign.

In this document we lay out the regulations by which the campaign will be run and we explain the recruitment and selection process. This document outlines what we require from you and in what format we require it. This is to ensure we have the same information from all candidates and that candidates are treated in the same manner.

1. Who should apply?

We welcome applications from all suitably qualified candidates who are interested in Social Worker Team Leader positions in Children & Families Services, throughout all Tusla Area Management Structures in Dublin Mid Leinster, Dublin North East, West and South.

There are criteria that apply to applicants being deemed eligible or ineligible. Information on this is available on 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 (i.e. if you are retired), please see Appendix 4 for more information on this.

2. How to apply?

- You must use the Application Form particular to this post, either download it as a Word document from www.hse.ie/eng/staff/jobs/ and type in your details which you can email to applyalliedhealth@hse.ie, or print it and fill in by hand and return by post to: Kelly Lacey, HBS Recruit, Health Business Services, Aras Slainte Chluainin, Manorhamilton, Co. Leitrim.
- It is best to download the job specification and Additional Campaign Information now for future reference as after the closing date they are no longer available on the website.
- HBS Recruit can only accept applications received by closing time of 12.00 noon on the closing date Friday 14 July 2017.

- There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
- If you submit more than one application, the one we will accept is the last one received prior to the closing date and time.
- We will not be able to process applications by CV or any other method.
- E-mail applications will receive an automated 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.
- 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.
- If your application is blank, you have sent the wrong version of your application form, missed competency questions, have no internet access etc or you have not attached requested relevant supporting documentation, etc your application will not be processed further.
- Please ensure that you fully complete the qualifications, eligibility criteria and competency section of the Application Form. 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).
- Email applications will receive an automated response within 24 hours, which will let you know that we have received your email. Candidates please note HBS Recruit check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. HBS Recruit can only accept applications received by the closing date and time i.e. **Friday 14th July 2017 at 12 noon**. No applications received after this time and date will be accepted. This means that if your application is blank, you have sent the wrong version of your application form, are missing competency questions, have no internet access or that you have not attached requested relevant supporting documentation etc. you will not be processed further.

Please note that HBS Recruit will mainly contact you by mobile phone, and e-mail. Some communications are sent by post (e.g. invitations to online testing, interview, selection process results), therefore it is most important that both your mobile telephone number and email address are included in your application as well as a postal address. It is your responsibility to ensure you have access to your mobile voice mails, text messages and emails. This means that if you choose to use your work mobile and email addresses you may receive communications that have a time deadline requirement while working away or on leave. We recommend you use your personal mobile and email that you have regular access to.

3. Will I get a post through this campaign?

There are ongoing vacancies for Social Worker Team Leader grade within TUSLA. HBS recruit is running this recruitment and selection process on behalf of Tusla to fill current and anticipated vacancies during the lifetime of the panel. By participating in this process you are ensuring that you will be included for access to these and future opportunities that may occur.

A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.

A ranking exercise or short listing may take place based on application forms. Depending on the outcome of the selection process (ranking exercise and interview) you may be placed on the panel in order of merit, from which specified purpose and permanent job offers will be made.

Please note:

*Candidates successful at interview who have completed a Recognised Social Work Qualification in the Republic of Ireland, but have not yet registered with CORU, will remain dormant*** on the panel and will not be offered any post until they inform HBS Recruit that they are registered with CORU.

**Candidates successful at interview and who have completed a Recognised Social Work Qualification outside the Republic of Ireland will remain dormant on the panel and will not be offered any post until they inform HBS Recruit that their qualifications have been validated and they are registered with CORU.

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

Therefore if you are interested in pursuing a career in Social Work with TUSLA/the HSE, we strongly recommend that you commence registration/validation (if applicable) procedures now. Seeking registration is the responsibility of the applicant. Please note registration can take a period of time. For all information regarding Registration i.e. process and/or completed registration applications please contact: www.coru.ie

Please note candidates who receive a job offer will be asked to produce evidence of their CORU Registration at contracting stage.

4. Where are the posts located

It is our intention to fill all permanent and specified purpose Social Worker, Team Leader vacancies throughout TUSLA through this campaign.

We anticipate that from 27/10/2017 posts in Tusla sites / services will be filled from the panel formed through this campaign, and posts will be offered on an order of merit basis.

5. What is the selection process?

- Applicants who apply must be suitably qualified as outlined in “Appendix 1”. Applicants should pay due attention to completing the eligibility section of their application form with regard to demonstrating their eligibility.
- Where a ranking exercise applies it will be based on the information applicants provide on their application form.
- Any applicant that is deemed ineligible or placed in a ranking exercise will be informed of the reason for that decision.
- Competency-based interviews may be held on a phased basis, inviting candidates to interview based on the position held in the ranking exercise.
- 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.
- The post is offered to candidates with the highest score on the panel that express an interest.
- If a candidate declines the post we will offer it to the next highest scoring candidate that expressed an interest etc

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. 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.

6. 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, who 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 12 months and may be extended.

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 Care Group 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. This applies if you are still active on the panel (Panel members who have accepted a specified purpose contract are considered active panel members).

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.

7. Acceptance / Refusal of Job Offers

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.

8. Campaign Time Scales

Closing date for NRS04877 Social Worker Team Leader is: **Friday 14th July 2017 at 12 noon**

It is anticipated that interviews will be held **early October 2017**. Therefore we advise that you note this date period in your diary now. It is unlikely that an alternative interview dates and times can be offered. It is our intention to post out the invitations to interview to the correspondence

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address on your application form. You will receive a text and email to let you know invitations have been posted. Applicants generally have two weeks written notice of their exact interview date and time.

Candidates who do not confirm their interview attendance prior to the deadline supplied in the invitation to interview will have their slot cancelled.

9. Interview Location

Interviews will be held centrally in Dublin.

If you are to be invited to interview, your invitation will contain all the details you need, times, location, directions etc.

Please read “Appendix 6” for full details and instructions on how to request a SKYPE interview.

10. Security Clearance

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau.

All appointments will require satisfactory security clearances. 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. 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.

11. Appeals Procedures

Appointments in the HSE are made under a recruitment license and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Under the Codes of Practice candidates are entitled to appeal any part of the appointment process that they feel is unfair or has been applied unfairly to them. Candidates are entitled to one of two forms of review procedure which are mutually exclusive - a Section 7 or a Section 8 review. 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 the Campaign Lead, Kelly Lacey, kelly.lacey@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 for further information on the code of practice and informal and formal review procedures.

Eligibility Criteria

Candidates must at the latest date of receipt of applications for the post possess:

1. Professional Qualifications, Experience, etc

(a) Eligible applicants will be those who on the closing date for the competition:

- (i) Must be registered in the Social Work Register maintained by the Social Work Registration Board at CORU.

And

- (ii) Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.

And

- (iii) Must have the requisite knowledge and ability (including a high standard of suitability, professional and managerial ability) for the proper discharge of the duties of the office

And

- (iv) Have three years relevant post qualification experience.

2. Age

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) 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

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

4. Character

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

Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by the Social Workers Registration Board at CORU.

Post Specific Requirements

Demonstrate the necessary depth and breadth of clinical / professional knowledge for safe and effective practice in the role of Social Work Team Leader.

CORU Registration/Validation of Qualifications

- Candidates successful at interview who have completed a Recognised Social Work Qualification in the Republic of Ireland, but have not yet registered with CORU, will remain dormant* on the panel and will not be offered any post until they inform HBS Recruit that they are registered with CORU.
- Candidates successful at interview and who have completed a Recognised Social Work Qualification outside the Republic of Ireland will remain dormant on the panel and will not be offered any post until they inform HBS Recruit that their qualifications have been validated and they are registered with CORU.
- If you are offered a post and it subsequently emerges that your qualifications are not validated/you are not registered 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 Social Work with TUSLA/the HSE, we strongly recommend that you commence registration/validation (if applicable) procedures now. **Seeking registration is the responsibility of the applicant.** Please note registration can take a period of time. For all information regarding registration i.e. process and/or ongoing applications please contact: www.coru.ie
- Please note candidates who receive a job offer will be asked to produce evidence of their CORU Registration at contracting stage.

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

(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

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.

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](#)

www.disclosurescotland.co.uk

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

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 This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must 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 Social Worker, Team Leader – NRS04877

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.

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.

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 persons 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.

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 if offered 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 and then subsequently decline the post will be removed from the panel.

Candidates who formally proceed to pre-employment clearances for 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 Social Worker, Team Leader – NRS04877

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 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 formally proceed to pre-employment clearances for a part time permanent post and then subsequently decline the post will be removed from the panel.

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 / 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 24 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 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.

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 the NRS by email to applyalliedhealth@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.

HBS Recruit endeavours to accommodate applicants who would otherwise have to undertake a very significant and expensive journey with SKYPE interviews.

This is a limited resource, and in order to ensure those applicants with the greatest need are prioritised within these limited resources, we are required to ask applicants who have requested a SKYPE interview to provide proof of current residence overseas.

Proof of residence = a scanned copy/photograph of any of the following: residence permit or utility bill in your name or proof of current employment. Whichever you wish to submit must show your name, must prove you have a foreign address and must be from a recent date e.g. November 2016

The above 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.

Appendix 7

This appendix details the documentation you must bring to interview with you. If you are invited to interview you will receive a letter detailing what documentation is required to be presented at interview

You will be required to produce the following documentation upon your arrival for your interview. Candidates who do not bring the required documentation listed below **will not be admitted to interview.**

- **Form of recent photographic identification** i.e. drivers licence, passport or student/ HSE Work I.D. This identification will be checked and returned to you immediately on the day.